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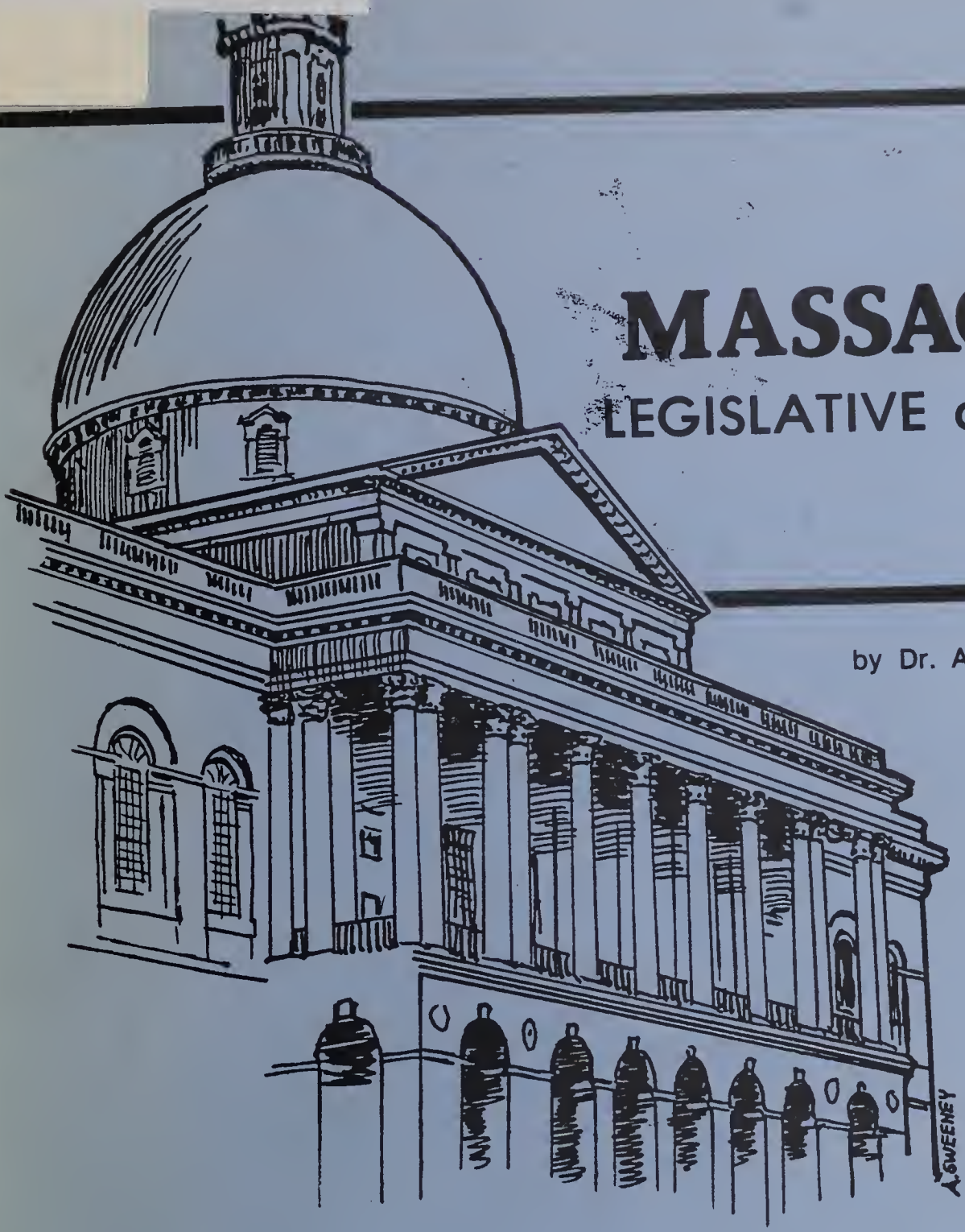
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GUIDE TO MASSACHUSETTS LEGISLATIVE and GOVERNMENT RESEARCH

by Dr. Anthony J. Burke and Mary McLellan

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GUIDE TO
MASSACHUSETTS
LEGISLATIVE and GOVERNMENT
RESEARCH

by
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MASSACHUSETTS GENERAL COURT
LEGISLATIVE SERVICE BUREAU
ROOM 527A, STATE HOUSE

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and

THE MASSACHUSETTS GENERAL COURT

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This Guide results from the efforts of politicians, professionals, and academicians to advance the knowledge of Government Research in the public policy process. As such, the Guide hopefully will attract several audiences, including Legislators and their staff, public policy scholars, and those concerned with the application of knowledge gained through research in government decision making.

Grateful acknowledgement is given to several people whose efforts have made this work possible. To Mr. Kenneth Flower, Chief of Reference, Susan Dow, Documents Librarian, and Camille Motta, Chief of Technical Services of the Massachusetts State Library. To Mr. Leo McAuliffe, Public Services Librarian of the Social Law Library for his contribution on the Judicial System, to State Archivist, Dr. Albert Whitaker, and Curator Robert McDonnell for their participation and to Janet McDevitt, Administrative Assistant for the Legislative Service Bureau for her efforts in typing the Guide, and to Kevin B. Shea, Intergovernmental Researcher for the Legislative Service Bureau for contributing to this project.

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PREFACE

It is a common assumption that "bad" or "wrong" decisions in politics, as in business, stem from insufficient or improperly processed information. The fact that modern legislation is complexed and technical and it comes before the Legislature in crushing quantity shows the need for meaningful research to provide legislators with accurate, thorough, relevant information, carefully analyzed and accurately presented. It is our hope that this Guide will be helpful and informative to all those who adhere to this philosophy.



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TABLE OF CONTENTS

Acknowledgments.....	V.
Preface.....	VI.
Chapter	
I Introduction To Massachusetts Government...	1
A. History and Review.....	1
II Lawmaking In Massachusetts.....	7
A. Components of Public Policy.....	7
B. How a Bill Becomes Law.....	8
C. The Budget Process.....	9
D. Legislative Committees.....	9
E. Glossary - Massachusetts Research.....	10
F. Legislative Abbreviations.....	13
III Research Methods and Resources In Massachusetts State Government.....	14
A. Retrospective Research.....	14
B. Retrospective Outline.....	16
C. Tracing Current Legislation.....	19
D. Current Legislation Outline.....	20
E. Tools For Massachusetts Government Research.....	21
F. General Research Tools for State Government.....	26
G. Comparative State Legislative Research.....	28
H. Massachusetts Regulations.....	30

Chapter

IV	Research Methods and Resources In The Federal Government.....	33
	A. Glossary of Terms and Tools.....	33
	B. Federal Legislative History - The Procedure.....	35
	C. Outline For Tracing Federal Legislation.....	38
	D. Research Tools For Federal Legislation.....	39
	E. The Federal Register System.....	45
V	The Massachusetts State Library.....	48
	A. Introduction.....	48
	B. Its Collections and How To Use Them.....	50
	C. Other Library Sources.....	63
	D. Libraries In The Boston Area.....	78
	E. Massachusetts Depository Libraries.....	80
VI	The Massachusetts Judicial System.....	82
	A. General Research Resources of the Judicial System.....	82
VII	Guide To Legislative Services.....	88
	A. Legislative Research Bureau.....	88
	B. Legislative Service Bureau.....	88
	C. Science Resource Network.....	89
	D. State Bookstore.....	90
	E. House and Senate Clerk.....	90

Chapter

	F. House and Senate Counsel.....	90
	G. Legislative Documents.....	90
	H. Archives Division.....	91
VIII	Guide to Massachusetts State Resources.....	94
IX	Guide To Academic Resources on Public and Social Policy in Massachusetts.....	106

I. INTRODUCTION TO MASSACHUSETTS GOVERNMENT

A. History and Review

In order to understand the terms currently used in connection with the government of Massachusetts, it is important to know and understand some of its political history.

In 1606, the two royal charters were issued by James I., King of England, to the London Company and the Plymouth Company. Both were named for their locales in England and their names were not related, at the time, to colonies in North America. The purpose of these "trading companies", as they were called, was the development of trade between England and the continent of North America between the latitudes 34° and 45°. The southern part was assigned to the London Company and the Jamestown Colony was settled in 1607. The northern part was assigned to the Plymouth Company, but that particular company never made a permanent settlement effort. Later the London Company was rechartered as the Virginia Company and the Plymouth Company evolved into the Council for New England. The latter was granted a patent of incorporation in 1620 known as the "Great Patent" and had the territory lying between 40° and 48° latitude assigned to it. Much of this land had until that time been under the control of the Virginia Company.

A group of English freemen known as "Separatists", i.e. separate from the Anglican Church or Church of England, the state church, attempted to obtain approval from the Virginia Company for a settlement in North America. Despite the confusion as to who owned what, they set sail arriving in North America in November, 1620 at approximately 42° latitude, well out of the territory of the Virginia Company, and comfortably within the land newly assigned to the Council for New England. They established what became known as the Plimouth settlement or plantation. These "pilgrims", as we know them, had no English legal right to the land on which they settled and it wasn't until 1630 that the matter was finally settled and the Council of New England granted them the "Warwick Patent". This land patent granted governmental authority over an area of Massachusetts which now comprises the counties of Plymouth, Barnstable, and Bristol.

It is important to remember that the Plimouth settlement was never specifically chartered by the Crown but was governed in a manner determined by those governed. Up to this time, this concept was rare in western civilization. While still at sea on the Mayflower, the settlers drew up

and signed the Mayflower Compact in which the participants pledged their allegiance to the King of England, but established that the settlement would be governed by majority rule. In laws adopted after they landed, all freemen would be admitted to the "General Court" and be permitted to participate on an equal basis. The governor was to be elected annually from among the settlers. The original agreement that all property would be held in common and all profits would go into a common treasury proved unsatisfactory. The settlers gave up the communal idea in 1623 and instituted private individual ownership. Disgruntled over the lack of profits, the Council for New England, in 1627, gave up its interest in the settlement. By 1639, due to the expanded population, it was necessary to elect "deputies" to represent the towns in the "General Court", and thus the Plymouth Colony was governed under the basic concepts of the Mayflower Compact until it was absorbed in 1685 into the royal colonial government of Andros.

As early as 1623, other trading companies were given land patents by the Council for New England for settlements in their assigned territories. First the Dorchester Company, out of Dorchester, England, established a small settlement or station at "Cape Ann". In 1628, the New England Company received a grant of land extending from three miles north of the Merrimac to three miles south of the Charles River and westward to the "great sea". Whether the latter was one of the Great Lakes or the Pacific Ocean can be historically disputed. A charter was issued on March 4, 1629, by King Charles I to the "Governor and Company of the Massachusetts Bay in New England". The first settlement was made by Putitans (as distinguished from Pilgrims or Separatists at Plymouth) first at Salem, then Charlestown, and eventually Boston. The "Puritans" remained in the state or Anglican Church but desired a "purification" of the church's rites and doctrines. They were not overly successful and most of them ended up becoming Separatists, or as later known, Congregationalists.

The Massachusetts Bay Company, as it became known, was a chartered commercial trading company similar to the Hudson Bay Company of Canada, or the East India Company of India. However, there was one major difference: from the very beginning, the company's government was brought to the Colony rather than being lodged with a group of London investors operating in comfortable surroundings. The Colonists possessed the right of governing their own affairs so long as their adopted laws were not in conflict with those of England.

The 1629 Charter provided for Stockholders and Freemen to govern the Colony. The Freemen were to meet four times

a year in a body known as the Great and General Court. The freemen could admit new members, make laws, serve as a judicial court, and elect a governor, deputy governor and eighteen "assistants" who were to carry on the day-to-day government of the Colony when the General Court was not in session. The first session of the General Court was held in Boston in October, 1630, and immediately conflict began between the Freemen and Assistants over who would enact laws and taxes, and who would elect the Governor. Finally, in a court case (the General Court sitting and wearing its judicial hat) involving a poor widow woman's wandering stray sow, the establishment-oriented "assistants" saw fit to find that the stray sow belonged to a rich merchant who found it. Needless to say, the rest of the General Court made up of the Freemen supported the poor lady sow owner. After a lengthy dispute over this unbridgeable division of interest, the Court of Assistants in 1644 began sitting separately from the rest of the General Court. However, both bodies had to approve any law before it went into effect. From this division came eventually the concept of two houses sitting separately which is the make up of the current General Court.

Originally, all law breakers or legal disputes were brought before the General Court in Boston for trial. This resulted in such delays or backups that in 1635, the General Court established local courts in Ipswich, Salem, Newtowne, and in Boston. In 1699, county courts were set up and a Supreme Court of Judicature established. This became the Supreme Judicial Court in 1780, and has had a continuous existence, making it the oldest court in the United States.

The eleven year period, during which Oliver Cromwell ruled England, was known as the Commonwealth, a republican form of government. This began in 1649 with the beheading of King Charles I and the temporary end of the British monarchy. During the Commonwealth period, the North American colonies were almost ignored and suffered from "benign neglect". On the restoration of the monarchy with Charles II in 1660, efforts were initiated to get the colonies back in harness. Finally, James II of England, in 1685, in an attempt to improve colonial control and defense, decided to withdraw the colonial charters and consolidate the colonies of Massachusetts Bay, New Hampshire, and Maine. Within a short time Plymouth, Connecticut, Rhode Island, New York, and New Jersey were also encompassed in this new proposed "super colony". The King appointed Sir Edmund Andros as Royal Governor. He appointed a "council" of close advisors and there were to be no popularly elected assemblies, or General Court. Andros tried to enforce the unpopular

Navigation Acts. He suspended obstreperous town meetings, tried to levy taxes without the consent of the Freemen, held Anglican Church services in a Congregational Church, and worst of all, he began questioning the legality of everyone's title to their land.

Fortunately for everyone involved, the problem was solved in England. James II was overthrown in the "Glorious Revolution" and his brother-in-law and sister, William and Mary, were made King and Queen. On April 18, 1689, Boston learned of the overthrow, proclaimed its obedience to the new King and Queen, and conscientiously expelled Andros and with him all his dangerous administrative innovations. Many of the problems so easily taken care of in 1689 by the bloodless coup against Andros, led, only 85 years later, in 1775, to a revolutionary war and total separation from England. Many of the checks on the Executive or Governor's power found in the 1780 Constitution stem from the 1680's and 1770's conflicts between the Freemen of the General Court and the Royal Governors.

In 1691, William and Mary granted a new instrument for colonial government known as the "Province Charter". The original Massachusetts Bay Colony was expanded to include the Plymouth Colony; the islands of Nantucket and Martha's Vineyard, both of which had previously belonged to the colony of New York and Maine and Acadia (Nova Scotia) up to the St. Lawrence River. Under the new charter, the Governor of the colony, instead of being elected by the General Court, was to be appointed by the Crown. The Governor had the power to veto bills, command the militia, appoint judges with the consent of the Council, and summon or prorogue the General Court. However, his salary was determined by the deputies, and he could spend no money without their approval. The Council, the upper house of the General Court, was made up of twenty-eight members elected by the lower house. The House of Representatives was elected annually by the freeholders, i.e. land or property owners, in town meetings. Any law passed by the General Court and signed by the Governor was subject to veto by the King. However, the failure of the King to provide the salary of the Governor and his deputy actually placed the General Court in a controlling position over any Governor's actions. The General Court normally refused to grant any salary payment until it had secured passage and the Governor's signature on laws it wanted enacted. Continual bickering marked every administration until the Governor made the concessions required by the General Court, since he had to have money to meet his personal expenses. This practice continued right through the dissolution of the colonial government in 1774 and continues in a variant form right up to present.

During the revolutionary summer of 1774, civil government passed from the legal authority established by the English royal charters to the extra-legal or revolutionary authority represented by the Sons of Liberty and other rebel groups. Courts were closed and royal officials resigned or moved to the safety of the British army in Boston. When the Royal Governor refused to call the General Court into session because it was a hornet's nest of rebellion, the House of Representatives met at its own call at Salem in October, 1774. It immediately resolved itself into a new Provincial Congress and elected John Hancock, Chairman. This group met a number of times and vested the executive governing power in a "committee of safety". This revolutionary form of government was replaced in July, 1775, by a new General Court made up of two Representatives elected by each town meeting. The upper house, the Council, was selected from among the membership of the House of Representatives. No Governor was elected and the executive powers eventually were vested in the Council. This form of government continued for five years until 1780, when, after considerable public discussion, the present Constitution was adopted.

John Adams did much of the drafting of this Constitution and in it he proposed that "we are a body politic, governed by certain laws for the common good, and that the province be named the Commonwealth of Massachusetts". The word Commonwealth refers to the common good of a people sharing a common wealth. It is a term derived from the Cromwellian era in English history and is associated with Puritan reformers who held the public good in high esteem. There are three other states in the United States which are designated as Commonwealths: Kentucky, Pennsylvania, and Virginia.

The first General Court under the new Constitution met in Boston on October 25, 1780. The number of members has varied considerably because of the manner of apportioning seats to towns. It went as high as 749 members until Maine's separate statehood in 1820 reduced it by 214, but it rose again to 635 members in 1837. A constitutional amendment in 1857 fixed the membership at 240 for the House and 40 for the Senate. This was reduced to a 160 member House by constitutional amendment in 1974.

The Constitution of 1780 made a change in the upper house of the General Court replacing the Council with a Senate having almost equal powers with the House. The Council was retained as a body sharing the executive powers with the Governor and acting as an effective additional check on the Governor's powers of appointment and expenditure

through a review and consent formality. After considerable partisan abuse, the Council's powers were sharply reduced by constitutional amendment in 1964.

Since the adoption of the Constitution in 1780, the General Court has continued to pass and change laws each year. In the 1830's, it became apparent that there was a need to consolidate these laws into one code. A commission was appointed, and by 1836, all the laws that were of a permanent and general nature were put into a code called the "Revised Statutes". Additional revisions and recodifications were made by special legislative commissions whose work became effective in the years 1860, 1882, 1902, 1921, and 1932.

These revisions, or recodifications, consist of collecting all the statutes of a permanent and general nature and publishing them in one collection, or code, classified by subject and titled with chapter numbers. With each revision, except the Tercentenary edition of 1932, all of the statutes that had been passed by the legislature in the intervening years were examined and added to or removed from the code. For each revision, a commission was appointed to oversee the changes with the power to remove extra verbiage or restructure chapters. With each revision, the title of the code was changed from Revised Statutes, to General Statutes, to Public Statutes, to Revised Laws, to General Laws. The present codification is called General Laws of Massachusetts, Tercentenary edition. The last major revision was in 1921 with the 1922 Tercentenary edition being an updated edition of the 1921 revision incorporating legislation passed from 1921-1932. The Tercentenary edition is updated by two separate editions of the General Laws published by commercial law book publishers. Another recodification is long overdue and a number of commissions have been named to undertake this major task, but for one reason or another the work has not yet been completed.

II LAWMAKING IN MASSACHUSETTS

A. Components of Public Policy

The key elements in the public policy process can be viewed as a system of functional environments:-

1) policy formation, 2) policy implementation, and 3) policy evaluation.

To a researcher, it is important to understand each of the three key elements and how they function within the system.

1) Policy Formation - Historically, this environment has been viewed as the most formally structured of the three, centering on legally prescribed policy-making mechanisms. Key public participants include "legitimate" policy makers (e.g. the President, Congress, State Legislatures, etc.) plus other non-governmental individuals and groups that are capable of influencing these policy makers (e.g. interest groups, powerful constituents, etc.). To a researcher, doing current and formulation research, their resources would be:-

A. Legislative Documents and Other Research

1. Bills
2. Governor's Message (S.1)
3. Department Recommendations
4. Budget (H. 1)
5. Legislative Research Bureau Reports
6. Opinions of the Justices - also included in Mass. Reports
7. "Canned Ready" Research from various sources
8. Judicial Council Annual Reports

2) Policy Implementation - Theoretically, the implementation of public policy is the function of the Executive Department. Resources available to the researcher would include:-

1. Administrative Laws
2. State Regulations - Secretary of State
3. Administrative Orders - Administration and Finance
4. Executive Orders - Governor

3) Policy Evaluation - This environment is the most abstract of the three. The principals involved in evaluation can include policy makers from Environment I or, implementators from Environment II, who engage in planning projections, oversight, or monitoring activities. On the other hand, if evaluation takes place on an "after-the-fact" basis, the principals might include social scientists or other academics and public interest groups. The process of evaluation usually has two objectives: to determine the "success" or "failure" of policies and to develop policy alternatives.

Research Resources in this area would include:-

1. State Agencies Annual Reports
2. Administration and Finance - Comptroller's Financial Report
3. Post Audit and Oversight Bureau - Reports
4. State Auditor - Annual Audits
5. Attorney General Opinions
6. Judicial Decisions
7. Quasi Judicial and Quasi Administrative Decisions

B. How A Bill Becomes A Law

A bill can originate in either branch of the legislature, except for the budget documents and other money bills which must originate in the House. Any citizen or group of citizens may petition the General Court for action on any subject, the petition is generally endorsed by a member of the legislature for presentation to the General Court. Each petition must be accompanied by a draft of a bill or resolve embodying the legislation proposed. The process then begins.

1. A petition is filed in the Office of the Clerk by a Member.
2. Petition is processed, printed, and referred to the appropriate committee.
3. Public hearing by committee is then held on the bill at which time the interested parties may testify in favor or against the bill. Under a recent rule, executive session after the hearings are open to the public. Here the committee decides on how to report the bill, either favorably or adversely. The bill is then reported, usually into the branch where it originated.
4. If the bill involves state spending, it is referred to the Ways and Means Committee of

- the appropriate branch.
5. The first reading takes place when the bill appears in the Journal of the appropriate branch identifying the action taken by the committee. This is the first informal reading.
 6. At the next session, the clerk records the title the second time, and the bill is before the full body subject to debate and amendment.
 7. The member sponsoring the bill sometimes offers an explanation and answers any questions relating to the bill. The bill is then ordered to the Counsel's Office of the branch where it originated to be reviewed for technical accuracy. When released by Bills in Third Reading, it is open for debate and Amendment on the floor. The Bill is then passed to be Engrossed.
 8. The Bill is then sent to the other Branch where it goes through the same procedure.
 9. Bill is sent to Legislative Engrossing Division to be placed on engrossment paper in accordance with the General Laws.
 10. The bill is then sent to the House of Representatives where it is enacted, then to the Senate. The bill is always enacted in the House first and the Senate last, where it is then delivered to the Governor.
 11. The Governor has ten days to sign, and return it with an amendment, veto, or let the bill become law without his signature.
 12. A Governor's veto may be overridden by 2/3 of either branch.

C. The Budget Process

1. Agencies present individual requests
2. Hearings are held before Budget Office of Administration and Finance
3. Budget Office drafts House 1, Governor's Recommendations
4. House 1 file in the House of Representatives and referred to the Ways & Means Committee and then follows the above procedure.

D. The Legislative Committees

1. Joint Committees -

There are 23 Joint Legislative Committees consisting of six senators and 11 representatives

Committee members and chairpersons are named by the Speaker of the House and the Senate President. Committee members and their staffs do the bulk of the work of the legislature. They hold hearings, study legislation, redraft legislation when necessary and then report their recommendation to the entire body of the legislature.

2. Standing Committees -

The House and Senate have four standing committees: Rules, Ways & Means, Bills in Third Reading, and Ethics.

3. Conference Committees -

Conference Committees are made up of three members of each branch appointed by the presiding Officers of each branch to work out a compromise when the House and Senate pass different versions of the same bill. (The Budget)

E. GLOSSARY OF TERMS USED IN
MASSACHUSETTS LEGISLATIVE RESEARCH

Act

A bill passed by the legislature, signed into law by the Governor.

Adjourn

To end the Session.

Bill

Accompanies petition and usually asks for something of a more permanent nature.

Committee on Bills in The Third Reading Committee that must approve structural make up of legislation prior to final reading in House or Senate.

<u>Engrossed Bills or Resolves</u>	Bills and resolves which are before the House and Senate for final passage, having been prepared for final passage by the Clerks.
<u>Orders of the Day</u>	Calendar of matters to be considered by the House or Senate.
<u>Passing A Bill To Be Engrossed</u>	Final action by Senate and House.
<u>Passing A Bill To Be Enacted or Passing the Resolve</u>	The engrossed bill or resolve is read by title prior to its endorsement.
<u>Point of Order</u>	Challenge to breach an Order or Rule.
<u>Prorogue</u>	To terminate a legislative session for the year.
<u>Question of Personal Privilege</u>	Questions affecting the rights, reputation and conduct of members.
<u>Resolve</u>	Accompanies petition and is of a more immediate nature, such as setting up investigating commissions, payment of claims, etc.
<u>Resolution</u>	May or may not accompany petition, depending on whether it is a Senate or a House resolution or joint resolution. It is of a temporary nature and is used as a method of congratulations, memorials to Congress, etc.
<u>Recess</u>	Temporary delay in proceedings.
<u>Report of a Committee</u>	Recommendation of a committee to which a matter has been referred.
<u>Suspension of Rules</u>	In order to expedite business rules are sometimes suspended, usually without objections. Most rules, require a 2/3

vote to suspend - a few a 4/5 vote, and very few, unanimous consent.

Executive Orders

As chief executive officer of the state, the Governor bears primary responsibility for the oversight and internal functioning of the executive department. This responsibility is based on two constitutional provisions. First, the Governor is responsible for "ordering and directing the affairs of the Commonwealth, agreeably to the constitution and the laws of the land". Mass. Const. Pt. 2, c. 2, S 1, Art. IV. Second, the Constitution declares that the Governor shall be the "supreme executive magistrate". Mass. Const. Pt. 2, c. 2, S1, Art. I.

As "supreme executive magistrate", the Governor has the constitutional prerogative as well as the duty, to execute the laws. The nature of such an office requires that the Governor have authority to use discretion in applying the energies of the executive branch and the resources of the Commonwealth, as such resources are made available by the legislature, to achieve the purposes or objectives of the laws. To this end, the Governor has broad discretion to select the means he will use in executing a constitutional duty. One such means is the issuance of an executive order which has been recognized by Massachusetts' courts to be within the executive powers inherent in the office of the Governor. Opinion of the Justices to the Council, 368 Mass. 866, 874-875, 334 N.E. 2d 604, 609 (1975) citing Opinion of the Justice, 302 Mass. 605, 618, 19 N.E. 2d 807 (1939).

Legal commentary on the nature and authority of executive orders is sparse. One law review article which discusses them generally is "Gubernatorial Executive Orders as Devices for Administrative Direction and Control", 50 Iowa L. Rev. 78 (1965).

F.

LIST OF LEGISLATIVE ABBREVIATIONS

ONTP	ought not to pass
ONTP-H	ought not to pass - House
ONTP-S	ought not to pass - Senate
ONTP-4/23	ought not to pass - date of recommendation
OTP-as H6376	ought to pass
OTP-with amend	ought to pass with amendment
ONTBA-H	ought not to be adopted - House
OTBA-H	ought to be adopted - House
HB 5255, 5/8	House Bill No. and date of report
H. Ord.	House Order
HBA-5966, 4/19	House Bill amended and date
H. Bills, App. A.B. Rep. H.	House bills Appendix reported in the
H.B. 5401 in part, 5/21	House Bill reported in part in the House on 5/21
SB	Senate Bill
S. Ord.	Senate Order
SB-H	Senate Bill reported in the House
S. Res., S. Reso.	Senate Resolve, Senate Resolution
Jt. Rules	Joint Rules
Dis. to H. W & M	Discharged to House Ways & Means
Dis. to S. W & M	Discharged to Senate Ways & Means
1981 H 1	Year House Document (Budget) I
1979 S. 95	Year Senate Document #95
HJ	House Journal
SJ	Senate Journal

III RESEARCH METHODS AND RESOURCES IN MASSACHUSETTS STATE GOVERNMENT

A. Retrospective Research

Researching the legislative history of a particular section of the General Laws begins with a statement of the law itself, cited by chapter and section. At the end of the law is the statutory history listing the acts which have been passed since the last codification of the General Laws (1932, Tercentenary Edition). These acts either (1) added the section or (2) amended it. The citations in the "Historical Notes" refer to the individual laws enacted before 1932 and earlier compilations of the General Laws. How a law read at any given time in the past can be determined through these citations. For example, to determine the legislative history of MGLA ch. 175, sec. 47A, it will cite in the statutory history St. 1970 ch. 484, sec. 1. The MGLA citation is to the General Laws, the code of laws of a general and permanent nature with each subject identified by a "chapter" number. The St. 1970 citation is to the 484th law passed during the 1970 session of the legislature and is also identified by a "chapter" number. This act changed section 47A of Ch. 175 of the General Laws and should be read for any clues to its intent. Sometimes a statement of intent is included and references to another section of the General Laws showing how one section relates to another.

In order to trace the legislative history of the 1970 statute, it is necessary to turn to the last section of the final Bulletin of Committee Work and Legislative Record for 1970 entitled "Acts Approved by the Governor", to find listed chapter 484. With this will be listed the number of the bill from which the law originated, in this instance H. (House) 59 of 1970. To trace the progress of a bill through the General Court, consult the appropriate section of the final Bulletin of Committee Work or the Journals of the House or Senate. These sections are titled "Legislative Record" or "Bill History". A "Bill History" Index has been published with the Journals since 1970. The information listed in these sections includes the committee that the bill was assigned to and all the legislative action taken on the bill. This can consist of additional committee assignments, document numbers of redrafted bills, special legislative

report numbers, Opinions of the Justices, Judicial council Reports, dates of amendments and other legislative action. The text of an amendment can only be found in the Journals. Changes in a bill made in committee, and not a redraft of a bill, can only be found in the Orders of the Day, printed in the Calendar of the House or the Calendar of the Senate. Other documents, not part of the Bill History itself, but which could have some bearing or intent on the legislation are Auditors Reports, Special Reports authorized by the General Court, other Commission Reports such as a Governors Task Force, "Blue Ribbon", etc. The Special Reports are listed in a legislative document H6161 (1979) titled, Index of Special Reports Authorized by the General Court 1900-1978, fifth edition, prepared by the Legislative Research Bureau. Other reports are listed in the card catalog of the State Library.

For legislation from 1919-1951, there is no list matching bills to chapter numbers and it is necessary to use the individual subject indexes in the Bulletins or Journals to ascertain the correct bill number. Only the Bulletins for that period have "Bill History" sections.

Tracing legislation prior to 1919 is even more difficult as there is no definite link in the Journals from a bill number to chapter numbers of an enacted law and there are no Bulletins available before 1919. However, the Archives Division of the Office of the Secretary of State maintains a file of legislative packages on all enacted legislation. These packages contain all the papers filed with the statute. As a final step in any given year of research, this source should be consulted.

There are many laws enacted which are not part of the General Laws. These are Special Laws and are only found in the Acts and Resolves. If the date or approximate date of enactment is known, the law can be found through the indexes of the Acts and Resolves. When the date is not known, and if it is a Special Law effecting a city or town in the Commonwealth, an Index to Special Laws can be consulted. Amendments and repeals to Special Laws are found by using Shepard's Massachusetts Citations section "Acts Not Included in Mass. General Laws." The legislative history of Special Laws can be traced in the same manner as described for General Laws. Auditors Reports can be especially useful for determining the intent of a Special Law.

The preceding paragraphs are a brief outline of legislative research, but for a broader and fuller understanding of the law, a researcher should consult the annotations in the Massachusetts General Laws Annotated (MGLA) and the Annotated Laws of Massachusetts (ALM). Both sets of books list official annotations, but will cite to their own publications in the sections titled "Library References" and "Cross References". Within this section are references to legal publications that interpret the law. For example, Corpus Juris Secundum (CJS) and American Jurisprudence (Am. Jur.) are legal encyclopedias. Also mentioned frequently is Massachusetts Practice Series (MPS), a set of books individually authored by a legal expert in different areas of Massachusetts law. "Notes on Decisions" provides abstracts to Court cases that interpret the law. Also included in the annotations are articles in law journals and citations to Special Acts or other sections of the General Laws which relate to the law being researched. Another reference tool that provides access to Court cases on laws is Shepard's Massachusetts Citations. All Massachusetts Supreme Judicial Court Decisions are cited, along with Massachusetts Attorney General Opinions and Special Acts.

B. Retrospective Outline

I. When year and chapter of Acts and Resolves are known:

A. Consult the Bulletin of Committee Work (Final Edition), "Acts Approved by the Governor", for the bill number.

1. Prior to 1951, access to bill numbers is available through the Bulletin's Subject Index, or through the House and Senate Journals' Index.

The Bulletin of Committee Work (Final Edition) contains basically three sections:

Acts Approved by the Governor -- list of chapter numbers and their corresponding bill numbers.

Legislative Record -- arrangement by bill number.

Record of committee work --
by committee.

- B. Proceed to "Legislative Record" section of the Bulletin for a complete history of the bill.
1. This includes committee assignments, dates considered in the House and Senate, dates of any amendments (check Journals of the House and Senate for the text of amendments), supplementary bill numbers, messages from the Governor, enactment date, and chapter number.
 2. All documents listed in the "Legislative Record" should be examined for statements from committee chairmen, department head letters, Governors' messages, etc.
 3. Transcripts of committee hearings and House and Senate floor debate are not officially printed except as provided by special legislation. Unofficial press releases may be helpful.
 - a) From 1972 to the present, the State Library has collected unofficial press releases of floor debate in the House and Senate.
 - b) From 1975 to the present, unofficial press releases of hearings and other State House activities have been retained also.
 - c) Consult reference staff for use and location of these State House Service press releases.
 4. Consult the Legislative Research Council's Index of Special Reports for any special reports.
 5. Since 1970, a "Bill History" section has been added to the last volume of the House and Senate Journals.

II. When only the bill number is known:

- A. Follow the procedure outlined in Section I, beginning with part B, on the "Legislative Record".

III. When only the subject is known:

A. If the year of the legislation is known:

- 1. Consult the Bulletin . . . (Final Edition), "Subject Index" or the Index of the House and Senate Journals.
- 2. Follow the procedure in Section I, above beginning with Part B.

B. If the year of the legislation is not known, and only if the legislation was enacted:

- 1. Use the subject index to the Massachusetts General Laws to determine the General Law Chapter and Section.
- 2. Examine this chapter and section to determine the Acts and Resolves chapter number. It is located at the end of the law text, and then follow the procedure in section I, part A above.

IV. When only a reference to a chapter and section of Massachusetts General Laws is known:

- A. Examine the chapter and section to determine the Acts and Resolves chapter number.
- B. Proceed as outlined in section I, beginning with part A.

V. When tracing the History of a Special Law:

- A. Proceed as outlined in section I, beginning with part A.

C. TRACING CURRENT MASSACHUSETTS LEGISLATION

In tracing current Massachusetts legislation, it is important to remember that many of the resources are not complete or up-to-date.

The first important document to research is the Subject Index of bills filed for the current year. The Subject Index to Legislation is in the form of a computer print-out, a copy is available in the State Library, the Legislative Service Bureau, and the House and Senate Clerk's office. Late filed bills are not always listed in the Subject Index. Consult the House or Senate Clerk for assistance. Once a bill number is known, the researcher should check The Legislative Record and Bulletin of Committee Work. These are issued periodically during the year, and will give you the Bill History, Committee Assignment, date of the Hearing, and information on how the bill was reported out of Committee.

Current legislative research is not necessarily limited to determining the status of a pending bill. It may be that the legislation was passed and signed into law. The newly enacted laws are officially published in two formats:

- 1) as "slip laws" and are available from the State Bookstore or on file in the State Library
- 2) as "slip sheets", advance sheets of the printed bound volumes of the Acts and Resolves. These are sold by the State Bookstore. In addition, a list of Acts Approved by the Governor are published in the Bulletin of Committee Work.

Unofficial sources for newly passed legislation would be the legislative service booklets, entitled The Advanced Legislative Service and the Mass Legislative Service. Both are issued several times a year by the West Publishing Co. and Lawyer Co-Operative Publishing Co. They contain cumulative Subject Indexes and Tables of General Law sections, amended or changed by current legislation.

Supplementary background information relative to current legislation is also available from official and unofficial sources such as committee staffs, who maintain research files on current bills. The State House News Service issues news releases pertaining to legislation, which are on file in the State Library.

D. CURRENT MASSACHUSETTS LEGISLATION - OUTLINE

- I. When you know the subject matter of the legislation -- use:
 - A. Subject Index - Computer Print-Out
 - B. Legislative Record
 - 1. For Legislative History
- II. When you know the bill number, and want the status of a bill:
 - A. Legislative Record
 - B. House Clerk/Senate Clerk
- III. When you know the name of the committee -- use:
 - A. Bulletin of Committee Work
 - 1. For date of Hearing
 - 2. Committee action
- IV. When you know the legislation was passed and signed into law:
 - A. "Advance Sheets"
 - 1. Available at State Bookstore or on file at the State Library
 - B. Legislative Service pamphlets to Massachusetts General Laws or Annotated Laws of Massachusetts.

V. When you know the Chapter and Section numbers of a General Law has been amended by recent legislation -- use:

A. Legislative Service pamphlets . . .
 "Laws, Amended, Repealed" . . .

B. Shepard's Massachusetts Citations

VI. When you know a Special Law has been amended by recent legislation -- use:

A. Legislative Service pamphlets . . .
 "Statutes Amended . . ."

B. Shepard's Massachusetts Citations

VII. When you know a section of a General Law or Special Law has been amended by very recent legislation, and is not listed in the Legislative Service pamphlets -- :

A. Consult reference staff at State Library

E. TOOLS FOR MASSACHUSETTS GOVERNMENT RESEARCH

JK Almanac of Massachusetts State Officials
 1979-80 State Legislative Leaders Foundation
 M39 Biennial

Ref Attorney General's Opinions. 1832-1842,
 1849 to date. Annual.

Consists of the opinions rendered by the Attorney General in response to requests from state officials for his interpretation of points of law.

Ref Auditors Reports. Annual
 Desk

Includes the organization, statutory history and audit of the financial condition of each state agency, housing authority, and redevelopment authority.

Bird Book - see Public Officers of the Commonwealth of Massachusetts.

Ref Code of Massachusetts Regulations,
MR issued by the Massachusetts Department
 of the State Secretary.

353,3M3
C669

Rules and regulations promulgated by each agency as required for the administration of both state and federal laws. Indexed by agency. Updated by the Massachusetts Register, a weekly publication.

Ref Massachusetts Financial Report, issued
MR by the State Comptroller, (P.D. 140),
336.7M3 Annual.

Financial report of receipts and expenditures of state, with financial breakdowns by each office.

Ref Election Statistics, issued by
MR Massachusetts Department of the State
324.26M3 Secretary (P.D. 43), 1890 to date.
S44n

Primary and election votes and referendum questions for all county, state and national elections. Includes the number of voters and the number of votes cast by precinct.

Ref Lawyers Diary and Manual, including Bar
KF of Massachusetts. Mass Bar Assn. Annual.
192
.M4

A general compendium of information about U.S., state, and county Courts and officers in Massachusetts. Includes Canon of Ethics, listings of Bar Associations, city solicitors and town councils, insurance companies and hospitals.

Ref Lawyers Weekly Guidebook. Mass. Lawyers
KFM Weekly. Annual.
2908
.L38

Judges, with biographical information and photographs and officials of all state and federal Courts in Massachusetts. Alphabetical and geographical listing of Massachusetts lawyers and a directory of

police departments, constables, state agencies, tax rates, court fees, and zip codes.

Ref _____ maps, forms, and rules of Court.
KFM Annual.
2908
.L382 Includes locations of Courts with maps and directions, state and federal Court rules and Board of Bar Overseers.

Ref Legislative Procedure in the General Court
MR of Massachusetts
500M3
L514 A thorough explanation of the organization and procedures used by the General Court to conduct its business.

Ref Legislative Status Report, Metropolitan
Legis. Area Planning Council. 1975 - weekly.
Table
Focus on MAPC communities. Provides highlights of the week's legislative activities, and other news as it affects the administration of state government. Weekly legislative update on status of bills of interest, and new laws of interest.

Ref Manual of the General Court. Official
Desk
The state's organization manual, with all existing state agencies and their heads. General information on the state.

Ref Massachusetts Digest Annotated. Boston,
Law Little, Brown, 1933 -: covers all cases since 1761, reported in the Massachusetts Reports. Current cumulative pocket supplement.

Ref Massachusetts Executive Department
MR Publications. Prepared by the Massachusetts
027.5M3 State Library. Annual. 1962-.
E96
Annual cumulation of the State Library's monthly bulletin Commonwealth of

Massachusetts Publications
Received by the Massachusetts
State Library listing by state
 agency all publications re-
 ceived from that agency during
 the month/year. Availability
 of individual items listed is
 covered in each publication.

Ref
 JK
 3168
 .M38

Mass. Legislative Directory. Mass.
Taxpayers Foundation. Annual.

Directory of legislators by ward
 and precinct for every city and
 town in the state, alphabetical
 listing, legislative leadership,
 committee membership.

Ref
 JK
 3168

Mass. Legislators and other Elected
Officials. Associated Industries of
 Massachusetts. Annual.

Executive officers and legislature.
 Home addresses and photographs.
 Includes U.S. Representatives and
 Senators.

Ref
 027M3
 G34m

Massachusetts Material. Prepared by
 the Massachusetts State Library. Ceased
 publication in 1978.

Monthly listing of publications and
 periodical articles with significant
 Massachusetts coverage.

Ref
 KFM
 2480
 .M3

Massachusetts Practice Series. West
 Publishing Co.

Interpretation of the laws of the
 Commonwealth by subject. Each
 volume is written by specialists
 in a specific field of law. Updated
 by "pocket parts" to include changes
 in the statutes discussed. New
 editions, some with new titles and
 authors issued as needed.

Massachusetts Register - see Code of
Massachusetts Regulations.

Ref
Law

Massachusetts Reports. Official.

Official reports of decisions handed down by the Supreme Judicial Court. Other currently published Court reports include the Mass. Appeals Court, Massachusetts Appellate Decisions, District Courts and the Municipal Court of the City of Boston.

Ref
JK
3125
.L4

Massachusetts State Government. League of Women Voters of Massachusetts. 1970. 2nd ed.

"Attempts to set forth the purpose, powers and limitations of Massachusetts government and describe the organization and functions of that government."

Ref
Desk

Public Officers of the Commonwealth of Massachusetts. Sometimes called the "Bird Book". Official.

Published every two years, this small book provides photographs of all elected state officials with home address, date of birth, education, profession, and public offices held.

Ref
KFM
2929
.M37

Rules of the Courts of the Commonwealth. Mass. Continuing Legal Education. 1975

Looseleaf service keeping court rules up to date.

Ref
Desk

State House News Service. 1975

Set of daily releases including abbreviated, verbatim reports of actions in the House and Senate, Executive Council sessions, and the open part of cabinet meetings; reports on committee hearings, profiles of and interviews with, legislators and executive officers; plus press releases concerning government operations; and other miscellaneous material from the State House News Service.

308 Excellent in-depth research studies
covering comparative nation-wide,
state-level problems.

Index

LC30.9 Monthly Checklist of State Publications.
Issued by the Library of Congress.

no.

A list by state and agency of state
publications received at the Library
of Congress.

Ref State Manuals, Blue Books, and Directories.
Desk

For quick and/or definitive information
on other states' governments, officers,
legislators, economic statistics, con-
stitutions, etc.

Ref Taylor's Encyclopedia of Government Officials.
JK

6

Major U.S. officials, ambassadors,
independent agencies, representatives
and senators with state maps showing
the districts, state Republican and
Democratic chairmen, delegates to the
Republican and Democratic National
Conventions. Alphabetic Index to all
but last part. Looseleaf updating
service.

C3. U.S. Census Bureau

The Bureau publishes a number of reports
on public employment and on public finance.
Rather than annotate all of these useful
publications, they will just be listed:

EMPLOYMENT

C3. 140/2 Public Employment
no. 1

C3. 140/2 City Employment
no. 2

C3. 140/2 Local Government Employment
no. 3 in Selected Metropolitan
 Areas and Large Counties

C3. 140/2 County Government Employment
no. 4

FINANCE

C3. 191/2 State Tax Collection
no. 1

C3. 191/2 Finances of Employee -
Retirement Systems of
State and Local Governments.

C3. 191/2 State Government Finances
no. 3

C3. 191/2 City Government Finances
no. 4

C3. 191/2 Government Finances
no. 5

C3. 191/2 Local Government Finances in
Selected Metropolitan Areas
and Large Counties

C3. 191/2 Chart Book of Governmental
Data
no. 7

C3. 191/2 County Government Finances
no. 8

G. COMPARATIVE STATE LEGISLATIVE RESEARCH

A survey of other states' laws on a particular subject can be extremely useful in the analysis or preparation of legislation in Massachusetts. The primary method of researching comparative legislative information is the meticulous, time-consuming searching of the various compilations of state statutes. These codes, compilations of session laws, are also called compilations or revisions.

In general, the various state codes are similar in arrangement to the Massachusetts General Laws. In each state the session laws are compiled by subject and then subdivided into chapters, titles or articles. Each code

has a subject index which will lead you into the relevant sections. The State Library has all fifty states' codes, plus an extensive collection of states' session laws. The library also has the court reports for the highest court in each state.

There is currently no comprehensive all-state index of statutes. The development of computer-based retrieval systems for legal information has brought some hope for improvement in the compiling of comparative statutory data, but numerous obstacles must be overcome such as the lack of uniform presentation in the various state codes. There are, however, a number of useful research tools available to aid the researcher.

Generally, these research aids will lead you to specific comparative studies, made once for a single purpose, and never updated. Once a study is found, it can be updated through a manual search of the codes. The following is a list of various useful research-aids.

Schultz, Jan S. Comparative Statutory Sources.
2nd. ed. 1978. (Ref KF 1 .S35 1978).

This contains an index to comparative provisions of state laws on specific subjects. Included are references to publications containing comparative statutory studies which are revised or supplemented annually or more frequently and those which are published in loose-leaf services which are updated frequently enough to remain useful.

Uniform Laws Annotated, Master Edition.
West Publishing Co., 1976- .
(KF 165 .A5 1976-).

Uniform laws are drafts of acts recommended by the National Conference of Commissioners on Uniform State Laws for adoption by the legislatures of the various states. When completed, this multi-volume set will contain every uniform law adopted by at least one state, along with notes of the Commissioners on these laws. These contain extensive annotations covering historical notes to state court cases. A list of all adopting states precedes every act. An annual pocket part keeps this set current.

Index to Legal Periodicals 1888 - present.
(Ref KF 8 .I6).

This is an author and subject index of articles in law journals and periodicals of legal interest. This will eventually be replaced in the State Library by the more comprehensive Current Law Index.

U.S. Library of Congress. Legislative Reference Service. State Law Section. State Law Index: an Index to the Legislation of the States of the United States Enacted During the Biennium. 1925-1948. (LC 14.5: 1-12).

This publication reflects only legislation from 1925 to 1948. It was published biennially and the volumes have separate indexes.

Two other useful sources are Shepard's Acts and Cases by Popular Names: Federal and State (Ref Kf 80 .55) and Martindale-Hubbell Law Directory's volume 7 Law Digests and Uniform Acts (Ref KF 190 .M36). Shepard's lists alphabetically popular names of similar state and federal acts including location references. Volume 7 of Martindale-Hubbell's directory contains comprehensive digests of the laws of each of the fifty states, the District of Columbia, Puerto Rico, and the Virgin Islands. The topics covered are "... that portion of the law ... which has shown to be most useful to the legal profession."

Legislation that is pending in other states is similarly difficult to obtain. As a service to the General Court and Executive Branch, the Legislative Service Bureau can send such inquiries through their LEGITECH terminal and other intergovernmental resources to the respective state legislatures.

H.

MASSACHUSETTS REGULATIONS

The first attempt to organize Massachusetts regulations into an organized code was done by the Massachusetts State Library in 1973. It is a multi-volume set arranged by Executive Office, with an index. Prior to this, state regulations were individually catalogued by the State Library.

In April 1976, the first official code was published by the Office of the Secretary of State. It was published in the same format as the unofficial code. There is a Table of Contents in each volume, but no index. It is not considered as complete a set as the second official code, which was published in January, 1978. This is also a multi-volume set arranged by Executive Office. An index to this compilation is now in final draft form, and is to be published in 1981. The set is codified with a decimal numbering system and titled Code of Massachusetts Regulations or CMR. At present, access into the regulations is by the Table of Contents at the beginning of each volume. In addition to the main Table of Contents, each agency has its own more detailed Contents listing within the volumes. The code is updated by loose-leaf inserts which are marked with a publishing date.

The Massachusetts Register also updates the CMR. It is a weekly publication of new regulations, notices of hearings, Attorney General opinions, and some Executive Orders. A Cumulative Listing Section of additions to the individual volumes of the CMR is published monthly with the Massachusetts Register. By consulting the Cumulative Listing Section and any of one to three of the last issues of the Register, it is possible to determine the current status of a regulation.

Agency regulations which are not general in scope are not published in the CMR. (MGL c. 30, s. 37: MGL c. 30A, S. 1 (5).) Agencies which are exempt from filing regulations with the Office of the Secretary of State are the legislative and judicial departments, the governor and council, military or naval boards, commissions, or officials, the Department of Correction, the Department of Youth Services, the parole board, the Division of Industrial Accidents, Division of Child Guardianship, the Personnel Administrator, the Civil Service Commission, and the Appellate Tax Board. (MGL c. 30A, s. 1 (2).) Chapter 329, section 28 of the Acts of 1980 mandated that a statement of fiscal effect must be filed with each newly promulgated regulation.

Old state regulations are on file in the Department of the State Secretary, Rules and Regulations Division, and at the Massachusetts State Library.

Current regulations and the Massachusetts Register are available for purchase at the State Bookstore located in Room 116 in the State House, Boston, Massachusetts, 02133 - (617) 727-2834.

County law libraries and many public libraries subscribe to the Code of Massachusetts Regulations and the Massachusetts Register.

IV.

RESEARCH METHODS AND RESOURCES
IN THE FEDERAL GOVERNMENTA. Glossary of Terms Used in Federal Legislative Research

<u>Act</u>	Legislation which has passed both houses of Congress; has been signed by the President (or passed over his veto), thus becoming a law.
<u>Amendment</u>	A proposal introduced (by a member of Congress) to change the language or content of a bill or act. It is usually printed and debated as a bill would be.
<u>Bill</u>	A legislative proposal introduced into Congress. It is individually numbered, preceded by HR (House of Representatives) or S (Senate), and it retains its number throughout the two-year session. Various editions of the bill are printed with amendments, deletions, etc. Comparison of the different phases through which the bill passes indicates deliberate changes in language and scope. "Public bills" deal with general issues and become public laws if enacted. "Private bills" deal with private matters, such as an individual immigration case, and they become private laws when enacted.
<u>Calendar</u>	The agenda of the day or list of pending business before the House and Senate committees.
<u>Concurrent Resolution</u>	Designed as H Con Res or S Con Res, they must be passed by both House and Senate but do not require the approval or signature of the President, nor do they have the force of law. They are generally used to express the sentiment of the Congress on a specific matter or to amend the rules.
<u>Conference</u>	A meeting between members of the House and the Senate selected by the leadership to reconcile differences between the two versions of the same bill passed by each house. A conference report is assigned a House number.

<u>Debates</u>	A primary source for legislative history, the transcript of floor debates is printed daily in the <u>Congressional Record</u> .
<u>Engrossed Bill</u>	The final copy of a bill as passed by one house with the text as amended by floor action and certified by the appropriate Clerk or Secretary.
<u>Enrolled Bills</u>	The final copy of a bill which has been passed in identical form by both houses. It is certified by the House Clerk or Senate Secretary, depending upon the chamber of origin. It is then passed along for the signature of the Speaker of the House and the Senate President and the U.S. President.
<u>Executive Document</u>	A document, such as a treaty, sent to the Senate by the President for consideration or ratification.
<u>Hearings</u>	Committee sessions held for the purpose of hearing testimony from witnesses, opponents as well as proponents of the legislation.
<u>Journal</u>	The official record of the proceedings of the House and Senate. The Journal records the action taken by each chamber, but does not include verbatim debate on the chamber floor.
<u>Petition</u>	A request or plea sent to one or both houses of Congress from an organization or interest group or private citizens' group, asking support of specific legislation. Petitions are referred to the appropriate committee for consideration.
<u>Readings of Bills</u>	Traditionally, parliamentary law required bills to be read fully and aloud three times before being passed. Presently, the first reading is considered to be the bill's introduction and publication, by title, in the <u>Congressional Record</u> . Its 2nd reading comes when floor consideration begins. The 3rd reading, usually by title, takes place when action has been completed on the bill and its amendments.

<u>Reports</u>	The Committees of both houses of Congress issue reports on the action which they have taken on the legislation before them. Included in the report is the reason for the Committee's recommendations.
<u>Resolution</u>	Designated as H Res or S Res, a resolution deals with matters within the jurisdiction of either house. It does not require passage by both houses or presidential approval, nor does it have the force of law. Most resolutions pertain to the rules of one of the houses, or the sentiments of a single house, or to give advice on a matter of executive policy.
<u>Slip Law</u>	The first official publication of a bill that has been enacted into law. It is published separately in sheet or pamphlet form (unbound). Complete legislative history is added at the end of the law.
<u>Substitute</u>	A motion, amendment or entire bill introduced in place of pending business. The original bill is therefore replaced.

B. FEDERAL LEGISLATIVE HISTORY: THE PROCEDURE

U.S. legislative history is usually sought either to determine the present status of a bill pending before the U.S. Congress or to research the legislative intent of a law that has been enacted. The object of such research is to determine which primary sources -- in the form of committee reports, hearings, documents and debates -- are available pertaining to the bill or subsequent law.

1. To Determine The Present Status of a Bill:

After reading the provisions of the bill which you are researching, it is important to establish whether the bill has received congressional action or whether it is still awaiting committee assignment.

There are several status tables available to obtain this information.

The Congressional Index, the Calendars of the House and Senate, and the Congressional Record (Fortnightly History of Bills and Resolutions), all publish such tables. The Congressional Quarterly Weekly Reports contain excellent news reports and reviews of pending legislation of importance. If a bill history has not been found in these sources, the bill may not yet have been acted upon. The Digest of General Public Bills and Resolutions provides a summary of the text and the purpose of the proposed bill.

The State Library has not cataloged individual congressional hearing transcripts since 1973, thus requiring researchers to use the tools mentioned above to locate needed materials.

The researcher may already be aware of the existence of a House or Senate hearing or report, and need not establish legislative history. However, for retrieval purposes, the reference librarian will need a Superintendent of Documents classification number. The CIS Abstracts volume provides this number. By using the CIS Index volume to verify the item, reference is given to the corresponding abstract. Along with a description of the hearing or report, bibliographic data is also provided, which includes the Su Doc number. With this number, the librarian can quickly have the material retrieved from the library's collection. The abstract also will offer a CIS microfiche citation. The library maintains all items included in the CIS Index on microfiche.

2. To Determine the Legislative History of an Enacted Law or Statute:

Although the United States Code is the official version of codified federal law, the U.S. Code Annotated (West Publishing Co.) and the U.S. Code Service, Lawyers Edition (Lawyers Cooperative Publishing Co.) are better sources to use for the purposes of researching the legislative history of a law. These commercially published editions correspond to the same title and section arrangement of

the U.S. Code but in addition offer the following features:

- a) annotated reference to court decisions which have interpreted that provision of law.
- b) analytical notes on certain provisions
- c) references to Attorney-General Opinions, pertinent CFR sections, legal encyclopedias, selected annotations, and to the U.S. Code Congressional and Administrative News for legislative history.
- d) supplementation, in the form of cumulative "pocket parts", pamphlets providing up-to-date coverage for the current year and revised volumes periodically.

These secondary codes have a detailed multi-volume subject index (also annually updated), which must be initially consulted to locate the provision of law which you are seeking. Reference will be made to the title and section (16 459b). The spine of each volume clearly indicates which titles and sections it contains. After finding the needed section in the bound volume, carefully check the same citation in the pocket part and paper back supplement, to be sure that you have the latest version of the law.

After this section has been read, note the references to those public laws which added it to the code, or subsequently amended it. A summary of the effect each of these session laws has had on that section of the code is provided in the notes at the end of each section. Identifying which public law inserted or changed the particular provision or wording of the law in which you are interested is the first step to legislative history.

Each year those bills which are enacted into public law are printed first in slip form, and later are annually bound in the U.S. Statutes-at-Large. The Statutes-at-large citation is provided along with the public law citation (P.L. 87-126, August 7, 1961, 75 Stat. 284); the 75 denoting the volume, and 84 the page. The Statutes-at-Large citation refers to the exact section of the public law and is the best citation for accuracy.

Also providing the full text of each public law enacted during a session of Congress is the U.S. Code Congressional and Administrative News (USCCAN). A citation to this series is also provided in the statutory annotations of the West publications. Besides supplying the text of each public law, the USCCAN provides its legislative history by Congress and year in a companion volume. Dates of Congressional action, numbers of Senate and House reports, and the volumes of the Congressional Record containing debate are listed. Selected committee reports are also usually reprinted.

From this source, the original reports can be retrieved, and the researcher can consult the appropriate Congressional Record volume.

To determine whether hearings were printed and are available, consult the CIS Index volume for the appropriate year after 1970. Prior to that date, it is necessary to use the Monthly Catalog of U.S. Government Publications or the library's main catalog. Quick access to the Monthly Catalog is provided by the Cumulative Subject Index, 1900-1971, and the Personal Author Index, 1940-1971, but if the year of the hearing is known it is better to use the Monthly Catalog or C.C.H. Congressional Index.

C. OUTLINE FOR TRACING FEDERAL LEGISLATION

1. To find which bills have received congressional action check:
 - a. Calendar of the House of Representatives (most current)
 - b. Congressional Index (second most current)
 - c. Congressional Information Service
 - d. Congressional Quarterly (for major legislation only, weekly issues)
 - e. Congressional Record's History of Bills and Resolutions
 - f. Congressional Record Daily Digest
2. To find which bills have been introduced on a specific subject:

- a. Congressional Index
- b. Digest of General Public Bills and Resolutions
- 3. To find which bills a particular Congressman or Senator has introduced:
 - a. Congressional Index
 - b. Digest of General Public Bills and Resolutions
- 4. To find the current status of a bill with reference to hearings and reports:
 - a. Calendar of the House
 - b. Congressional Index
 - c. Congressional Information Service
 - d. Congressional Quarterly
 - e. Congressional Record
- 5. To find the full text of a recently enacted federal law:
 - a. Public Laws (in slip form)
 - b. U.S. Law Week (very selective but most current)
 - c. U.S. Code Congressional and Administrative News (paperback updates)
 - d. U.S. Code Service
 - e. Looseleaf Services

D. RESEARCH TOOLS FOR FEDERAL LEGISLATION

Ref JK 1012 .A44 1980	<u>The almanac of American Politics, 1980</u> Barone, Ujifusa, Matthews The Senators, Representatives, and Governors - their states, districts, and records.
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Ref Y 3.R26 9/980	<u>Calendar of Federal Regulations.</u> U.S. Regulatory Council, 1980.
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Comprehensive and continually updated catalog of important Federal regulations under development.

Ref Calendar of the House of Representatives and History of Legislation published each legislative day.

Best source for current status of a bill. Gives complete legislative history on all bills which have been reported to either House or on which later action has been taken. Subject index once a week. Final edition printed after close of session includes a list of bills which failed to become law.

Ref Catalog of Federal Domestic Assistance
PrEx 2.20

Published by the President's Office of Management and Budget. Comprehensive listing and description of federal programs and activities which provide assistance or benefits to the American public.

Ref Code of Federal Regulations
GS4.108

A codification of the general and permanent rules published in the Federal Register by the Executive departments and agencies of the Federal Government.

Ref Congressional Directory
Y4 P3

Compilation of information relating to Congress and other branches of government. While designed primarily for the use of members of Congress, it contains much information of value to the public. It includes information concerning members of Congress, government bodies, and officials.

Ref Congressional Index, Commerce Clearing
KF House Inc. 1933-Annual
49
.C6

A looseleaf service on legislation pending in Congress which includes an index of all public bills, corresponding status tables, an author index, and index of enactments, a table of companion bills, voting records, and treaties pending.

Weekly supplements are made to the two volumes, one covering House action, the other covering Senate action.

Ref Congressional Information Service. CIS
 KF
 49 Index/Abstracts, 1970-. A looseleaf service
 .C62 supplemented monthly, with quarterly and
 annual cumulations. It offers detailed
 indexing of congressional reports, documents,
 hearings and status tables of pending
 bills. The bound annual volumes have
 a summary of the legislative history of
 the laws passed that year with references
 to hearings. The companion abstract volume
 provides the most complete summary available
 of all hearings held.

Ref Congressional Quarterly almanac. Annual
 JK
 .C665 An annual bound Almanac. It contains
 a variety of information on the highlights
 of that congressional session including
 digests of developments, legislative his-
 tories, an index to all public laws, and
 background material. This is an excellent
 source for both retrospective and current
 history of the major legislation of each
 Congress.

Ref Congressional Quarterly Guide to Current
 JK American Government.
 1
 C14 Congressional Quarterly, published twice
 a year provides factual information con-
 cerning key issues in American government
 and is a reference guide to Congress and
 legislation.

Ref Congressional Quarterly Weekly Reports
 JK
 1 A weekly publication offering summaries
 .C66 of important legislation and congressional
 events. Articles cover major provisions
 of important legislation.

Ref Congressional Record
 A verbatim transcript of House and Senate
 Floor action. While one or both houses

are in session, the record is published daily. Besides providing the debate and subsequent action on legislation, the Record also features an appendix which includes extensions of floor remarks and other material a Congressman may wish to have put into the Record.

Ref Congressional Record History of Bills and Resolutions.

A status table published fortnightly in the index to the Record which lists the action taken on all pending bills with reference to the dates, report numbers and pages in the Record. The final history which is cumulated and published in the bound volumes is a good source for retrospective histories of bills.

CR Daily Digest. In each issue of the Congressional Record is a daily summary of legislative action with a subject index. At the end of the session, the Digest is bound separately.

Ref CRS Major Legislation of the Congress
JK Congressional Research Service. Library
1 of Congress.

M2 Summaries of topical congressional issues and major legislation 1979- issued monthly.

Ref Digest of Public General Bills and Resolutions
LC14.6
(Library of Congress, 1936-.) Provides a summary of all public bills and resolutions, and a status table on all bills on which some action has been taken. As it is issued only 8-10 times a year, it is not as current as other status tables; however, a final cumulative issue is useful for retrospective histories of bills.

Ref The Federal Register, What it is and How
GS4.6/2 to Use It. Office of the Federal Register
F31
1980 A guide for the use of the Federal Register and Code of Federal Regulations.

Ref Federal Regulatory Directory 1980/81.
 KF Congressional Quarterly
 5406
 .A15 Comprehensive Guide to Federal Regulatory
 F4 Activities
 1980/81

Ref A Guide to Publications of the Executive
 Branch. Federic J. O'Hare. Michigan
 Perrian Press 1979.

Ref Monthly Catalog of U.S. Government Publications
 GF3.8

The most comprehensive current listing of federal publications. It indexes everything published by the Superintendent of Documents including all reports, hearings, annual reports, statistical data, special studies done by government agencies, and presidential commissions. Issued monthly with a cumulative index by subject and a table of contents by government author. There is also a personal author index, 1940-1971 and a subject index, 1900-1971.

Ref National Journal Reports

JK

1

.N28

Provides a running account of current committee activities and the status of major bills as well as a myriad of other political and governmental events. Issued weekly.

Ref Statutes at Large
 GS4.1F1

The bound edition of the slip laws, the full text of those laws and resolutions enacted during an individual session of Congress. The arrangement is chronological and contains subject and name indexes.

Ref U.S. Code

The official consolidation and codification of the general and permanent laws of the U.S. It is arranged by subject under 50 titles, the first six dealing with general or political subjects and the other 44 alphabetically arranged from Agriculture to War and National Defense. The Code is now revised every six years and a supplement is published after each session of Congress.

Ref U.S. Code Annotated

(USCA). (West Publishing Co., 1927-.)
A privately published code of federal law. Annotated to include historical notes and legal decisions which have interpreted each section. Cumulative annual pocket parts and paper supplements update the series. New updated volumes issued periodically.

Ref U.S. Code Service

(Lawyers Cooperative Pub. Co., 1972-.)
Another privately published code of federal law. Annotated to include historical notes and legal decisions which have interpreted each section. Cumulative annual pocket parts and paper supplements update the series; new volumes issued periodically.

Ref U.S. Code Congressional and Administrative News

(West Publishing Co., 1941-.) This secondary source is very useful in tracing the legislative histories of public laws (not bills). During the current session bi-weekly advance booklets are issued with the text of newly enacted laws, plus their legislative history which includes dates of congressional action, committee report numbers, and references to Congressional Record volumes. Selected House and/or Senate reports are often reprinted. Annual bound volumes include a status table and history of the enactments. Presidential executive orders are also included.

Ref U.S. Government Organization Manual
GS4.109

Revised annually. Official handbook of federal government. Contains descriptions of the agencies of the legislative, judicial, and executive branches including brief descriptions of boards, commissions, and committees, charts of more complex agencies, commonly used abbreviations and brief history of agencies abolished or transferred since 1933.

Ref U.S. Law Week Bureau of National Affairs
1933-

A national survey of current law, weekly issues print selected judicial opinions and public laws of importance.

Ref U.S. Reports

Published by U.S. Supreme Court. Official text of all opinions of the court. Supreme Court Reporter (West Pub.) and U.S. Supreme Court Decisions, Lawyers, Ed. (Lawyers Coop.) include unofficial text of opinions of the court and are faster than the official text. The State Library also receives "slip" (or advance copy) opinions of both the Supreme Court as well as the First Circuit Court of Appeals.

Ref Washington Information Directory 1980/81.
JK Congressional Quarterly - annual.

8

.C6 More than 5,000 information sources in
1980/81 Congress, the Executive Branch and private associations, subject access.

Ref Washington Representatives 1979. Who Does
JK What For Whom in the Nation's Capitol.

1118

.D58 A compilation of Washington Representatives of the major national associations, labor unions, and U.S. companies, registered foreign agents, lobbyists, lawyers, law firms, and special interest groups.

Ref Weekly Compilation of Presidential Documents
GS4.114

Contains official statements, messages, vetoes and other Presidential materials issued by the White House during the preceding week.

E. THE FEDERAL REGISTER SYSTEM

The Federal Register provides a uniform system for making available rules and regulations issued by the executive branch of the federal government.

Such regulations are of importance as they supplement the law and the full force of law. The Register also contains proclamations, executive orders, directives, federal agency documents having general applicability and legal effect, documents required to be published by an act of Congress and other federal agency documents of public interest.

The Federal Register System is more than a daily listing of such rules and documents. All regulations in effect are compiled into the Code of Federal Regulations (CFR). The Code contains fifty titles which correspond to a large extent to the titles of the U.S. Code. Presently, 139 volumes, plus a finding aid volume and an index, are issued. They are updated on a rotating basis once a year. The finding aids volume contains many helpful tables.

The General Index to the Code of Federal Regulations is difficult. It is time consuming to find a regulation by subject. While there are a few broad subject categories, it is usually easier to try to determine what agency would issue regulations on a specific subject and look under that agency heading. However, once you find the section in the Code, it is very easy to make sure it is the most current regulation.

Take the Code citation, which will be a number like 21 CFR 45. Check to see how current your volume of CFR is, then go to another Federal Register Office publication entitled Cumulative List of CFR Sections Affected. This indexes the Federal Register by code citation and will direct you to pages in the daily FR which will have updated the regulations. After checking the Cumulative List which is usually current up to the last month, you must still check the issues of the Federal Register which have been published since the last Cumulative List. One of the tables in the Federal Register is a cumulative list of parts which have been affected during the month. Checking the Code, the Cumulative List and the latest Federal Register should assure you that the regulations you are examining are up-to-date.

The Federal Register follows a fairly set pattern each day. The first page highlights important regulations. The reminder section lists rules going into effect that day and public bills which have become law. The table of contents lists any executive documents, agency regulations, proposed regulations or

notices. As already mentioned, each Federal Register contains a cumulative list of parts affected and a compilation of parts affected that day.

Admittedly, the Federal Register is not easy to use, especially for very current regulations. The monthly subject index, which is really an index by agency with a few subjects added, is compiled from 4,000 entries. It runs from 30 to 90 days behind schedule, by the index's publication time proposed rules could have gone into full effect. The only answer to staying really current is to peruse the Register daily.

V. THE MASSACHUSETTS STATE LIBRARY

A. Introduction

Location: 341 State House, Boston
Massachusetts 02133

Hours: Monday through Friday, 9:00-5:00
Closed Saturday, Sunday and all
legal holidays.

Facilities: The reading areas seat 50.
Microfilm and microfiche viewers.
Typing is not permitted in the
main reading room.
No smoking and no food or drinks
permitted.

Reproduction Services Available:

Photocopy and microform reader-
printers for official state business.
Two coin-operated machines for non-
official copying.

Access to Materials:

All catalogs, guides and the
working reference collection are in
public areas. All other collections
are in closed stacks and must be
called for through the reference
desk. Stack access by special request
only.

The State Library was founded in 1826 as a research library for the Massachusetts government. As such its collections are especially strong in public law and public affairs, the social sciences, American and Massachusetts history, and in government publications. The library is now the largest repository of material on or about Massachusetts, its history, government, people, and problems. There is also a large collection of publications dealing with city, county, and local histories.

The library has a large and constantly growing collection of documents and publications from the other states. The State Library is a selective depository

for federal government publications and its collections in this area are both large and historic. Extensive files of newspapers and periodicals supplement the rest of these rich collections. For further information concerning the library, ask at the information desk for the library's brochure. The official name of the library is the George Fingold Library and was designated as such in 1960 as a memorial to the late Attorney General.

The basic keys to the library's collections are the two main card catalogs. The larger catalog gives access to the library's older material classified under the Dewey Decimal Classification scheme. It can be best described as a "key word" filing system with entries listed under the issuing government agency or by author, subject and, to a limited degree, under title.

In July 1975, the library changed to the Library of Congress Classification system. The catalog for all material added after that date is separate and divided into two parts: 1) author/title, and 2) subject. If the author or title of a publication is known, look in author/title part of the catalog to see whether the publication is cataloged in the library. If you want to know what the library has on a particular subject, look in subject part of the catalog.

In addition to the main catalog, there are many supplemental indexes or guides. Some of them index a variety of types of research sources for a specific subject of research (i.e. biographies, statistical data, etc.), others index research sources from one type of publication (i.e. newspaper and periodical indexes, special report indexes, etc.) and cover a variety of subjects. If you don't readily find exactly what you are looking for, always consult the library's reference staff as there are literally dozens of other places to look.

Remember that the State Library is here to serve you.

James Fish
State Librarian

B. THE MASSACHUSETTS STATE LIBRARY - ITS COLLECTIONS
AND HOW TO USE THEM

The Massachusetts State Library is located in Room 341 of the State House and is open Monday through Friday from 9:00 a.m. to 5:00 p.m. It extends across the back of the State House and rises three levels to the 5th floor with an annex and vault area in Room 55 of the West wing. Its resources of approximately 830,000 volumes and 265,589 microforms are available to the members and staff of the Executive, Legislative and Judicial branches of state government.

Main Reading and Reference Room The first level of Room 341 contains the reference and law collection with a closed stack area at one end of the room. Upon entering the library's third floor entrance, Room 341, the first thing observed is the Information and Loan desk where library cards are issued, books returned and checked out.

Borrowing Policy Borrowing privileges are extended to state government employees with the exception of state university and state hospital personnel. A copying machine is also at the desk for the use of state government personnel. A maximum of fifteen (15) prints per day may be made. Copying is limited to materials in the library's collection, i.e. laws, bills, court reports, government publications, periodical or newspaper articles. No charge will be made for these copies if they are required in the pursuit of official state duties. Special arrangements can be made for bulk copying. A coin-operated copier is on the same floor for public use. Change may be obtained at the State Treasury, Room 227.

In addition to the law and general reference collection area, there is a reference desk, two card catalogs, the Information File, the State House News Service, a telephone directories collection, the Legislative Room, and the office of the State Librarian.

Reference Desk Assistance is available at the Reference Desk from the staff. Before asking a question, think about the scope and purpose of your question. Try to define it as accurately as possible. This will save you time. The librarian is there to help you if you need assistance. Most questions can be answered by using the library's collection. If not, other resources are available.

Inter- Library Loan Inter-library loan of materials from local and national libraries is available through the Reference Department.

Boston Consortium The State Library is a member of the Boston Library Consortium, an association of academic and research libraries that include Tufts University, Boston University, Boston College, Wellesley, Northeastern University and the Boston Public Library. Every effort will be made to find the information needed.

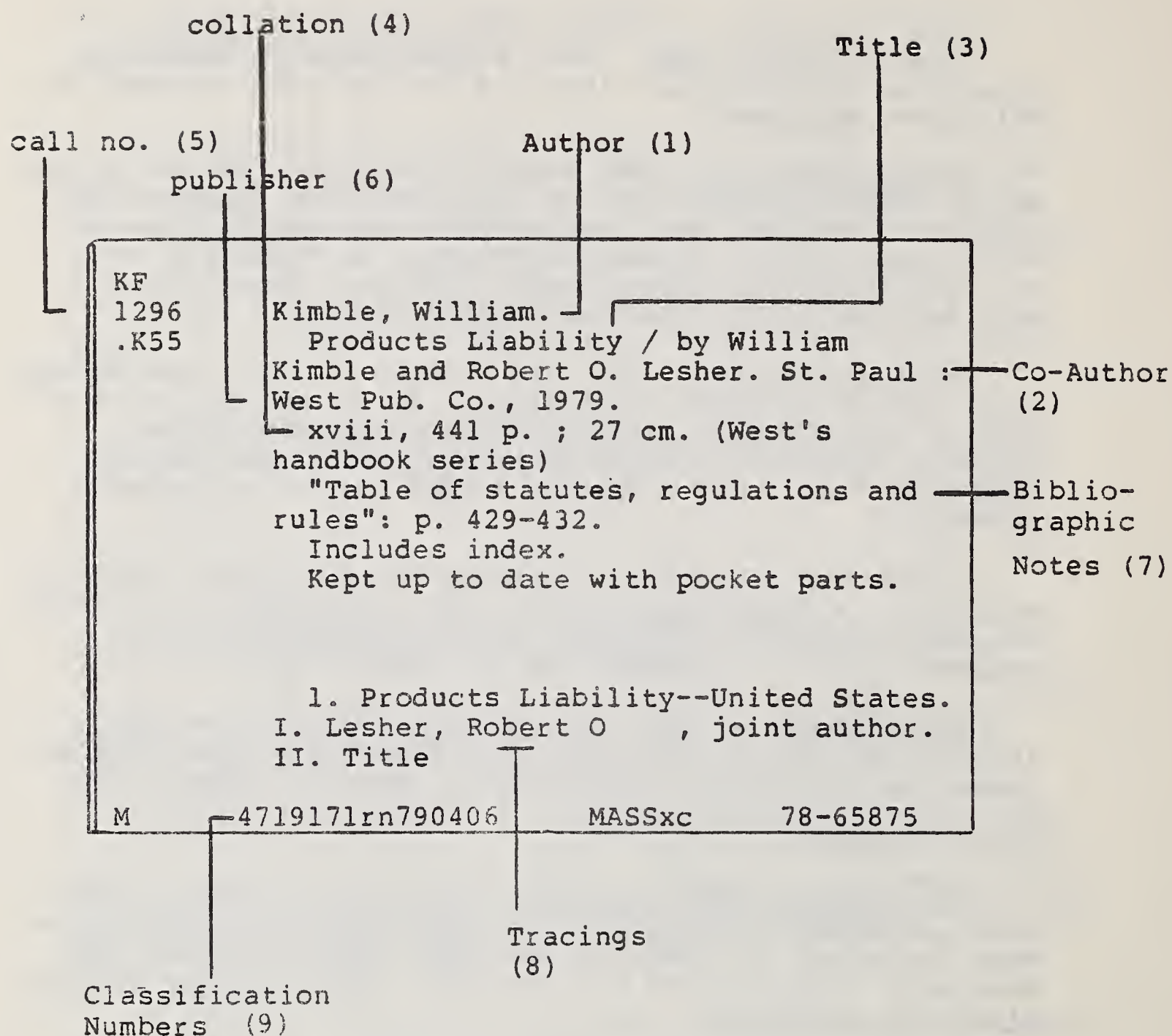
Two Card Catalogs The card catalog is the index to the books in the library's collection. It is the main access tool to the information stored on the shelves of the library. Books are listed by author, title and subject. "See" and "see also" reference direct you to the proper headings.

In the State Library, there are two catalogs. The old catalog is a dictionary catalog with all cards in one file. The new catalog is a divided catalog consisting of two separate files (1) subject and (2) author/title.

Old Catalog In addition to books, the old catalog includes state and U.S. government documents, some periodicals, and other materials generally acquired before 1975. It can be a difficult catalog to use and assistance is usually needed.

New Catalog The new catalog consists of newer materials, collected since 1975, and older materials which have been reclassified. All maps in the State Library collection have been listed in the new catalog. Both catalogs should always be consulted.

Once you find the card in the catalog of the book you are seeking, transfer these pieces of information to a request slip. These are (1) the call number, (2) author, and (3) title. In addition, add your name and address (home/office). Every book in the library has several cards made for it when it is cataloged. Each card contains the same information, but the first line of each card varies so that cards are filed by author, subject, and title.

EXAMPLE: Catalog Card And Its PartsExplanation of the Parts of a Catalog Card

- 1) Author - personal or corporate name
- 2) Co-author - personal or corporate name
- 3) Title - Full title of book
- 4) Collation - number of pages, size of book, series
- 5) Call no. - classification of book - where it is shelved in the library
- 6) Publisher - Place of publication and name of publisher
- 7) Bibliographic Notes - Special bibliographic information
- 8) Tracings - listing of subjects, other authors and titles for which other catalog cards are made for the same book.
- 9) Classification Numbers - classification and order numbers.

The same book can be found in the card catalog under any of these headings.

Note: They all have the same call number.

EXAMPLE: Different Catalog Cards for Same Book

KF 1296 .K55 Kimble, William. Products Liability / by William Kimble and Robert O. Leshner. St. Paul : West Pub. Co., 1979. xvii, 441 p. ; 27 cm. (West's handbook series)	Author Card
KF 1296 .K55 Leshner, Robert O., joint author. Kimble, William. Products Liability / by William Kimble and Robert O. Leshner. St. Paul : West Pub. Co., 1979.	Joint Author Card
KF 1296 .K55 Products Liability Kimble, William. Products Liability / by William Kimble and Robert O. Leshner. St. Paul : West Pub. Co., 1979.	Title Card
KF 1296 .K55 PRODUCTS LIABILITY--UNITED STATES. Kimble, William. Products Liability / by William Kimble and Robert O. Leshner. St. Paul : West Pub. Co., 1979. xviii, 441 p. ; 27 cm. (West's handbook series) "Table of statutes, regulations and rules": p. 428-432. includes index. kept up to date with pocket parts. I. Products Liability--United States. I. Leshner, Robert O., joint author. II. Title M 4719171rn790406 MASSsc 78-65875	Subject Card

SPECIAL INDEXES

If what you are seeking is not listed in the card catalog, there are other specialized indexes that should be consulted. Although books are excellent sources of information, their contents should be updated by weekly or daily publications. Access to this information is through periodical indexes, newspaper indexes, biographical indexes, congressional indexes, statistical indexes, etc. and loose-leaf reporting services.

In any area of research, there is a loose-leaf service or index that will facilitate your study. Specialized periodical indexes and newspaper indexes provide concise, timely information on current matters. Loose-leaf services give comprehensive detailed research in many areas of public administration and law. They are updated on a regular basis and provide the most complete and current information in one source on a given subject.

SPECIAL COLLECTIONS

The State Library maintains a large file of material from professional associations, colleges and universities, other state legislatures, private research groups, and the Congressional Research Service of the Library of Congress. These are kept in file cabinets on the main floor identified as the Information File.

Another special collection is housed in file cabinets next to the Information File, and it consists of news releases pertaining to government issues and legislation. In addition to the files there is a journal collection of similar news releases arranged in chronological order on the shelves in back of the file cabinets. The earlier journals (1975 -) are preserved on microfilm. A folder of biographical news releases pertaining to current gubernatorial appointments is kept at the Reference Desk. A back file is cataloged and in the reference collection.

Legislative Biographical File There is available at the library an alphabetical card catalog of all persons who have served in the General Court and state constitutional conventions since 1780 - details of

birth, death, residence, occupation and service in the General Court are included. This file is kept current.

The Telephone Directory Collection includes a complete set of Massachusetts directories, the fifty state capitols, and other major cities of the U.S. Directories for foreign cities include: London, Mexico City, Ottawa, Paris, Montreal and Rome. The library also holds extensive collections of both current and historic directories for Massachusetts cities and towns dating back to 1789.

The College Catalog Collection contains current information on the major colleges and universities in the United States, and all accredited Massachusetts institutions of higher learning. Descriptive literature and course information for law schools accredited by the American Bar Association is also included in this collection.

BUSINESS AND FINANCE

Because of the close proximity of the Kirstein Business Library, branch of the Boston Public Library, it has not been necessary to develop the State Library's collection beyond that of a basic business reference collection.

LAW COLLECTION

The law collection emphasizes public law as contrasted to the law of private practice. The library maintains up-to-date sets of the West Reporter and Digest Series, American Law Reports, Shepherd's Citation Series, and many current legal loose-leaf services. The collection also includes standard legal encyclopedias and dictionaries, as well as textbooks, treatises, and other comprehensive materials on the development, history and current practice of law as it relates to government. The collection of law journals is sizeable and these are carefully indexed in a number of printed sources.

MASS LAWS

Coverage of Massachusetts' law is complete both historically and currently. A set of the Acts and Resolves from 1780 to date is shelved in the main reading room along with the records of Plymouth Colony, Mass Bay

Colony and the Province of Mass. Bay. The Code of Mass. Regulations (CMR) and the Mass. Register are next to the Reference Desk. In addition to the decisions of the Mass. Supreme Judicial Court, Appeals Court and the Appellate District Courts, the State Library also collects some of the quasi-judicial and quasi-legislative decisions of state administrative agencies. For those agency decisions which are not deposited with the library, a card has been filed in the card catalog listing the location and availability of the records.

FEDERAL LAW

There is complete coverage of federal law including the U.S. Code, U.S. Statutes-at-Large, public laws and slip laws, the Code of Federal Regulations, the Federal Register, and the Weekly Compilation of Presidential Documents. There is also complete coverage of all written decisions of the federal courts.

The reference staff will assist patrons in the use of legal materials but are not permitted by law to give legal advice. Access to legal information for the self-help user is the extent of service provided by the library.

LEGISLATIVE ROOM

Legislative documents from 1830 to date are kept in the Legislative Room and the State Librarian's office. Journals of the House and Journals of the Senate are also in the Legislative Room with earlier issues in the stacks and vault. A complete set of Bulletins of Committee Work 1918 to date is filed with the legislative documents. This area is reserved for legislators and those persons using legislative materials.

GOVERNMENT PUBLICATIONS

The publications of governmental bodies provide information about the organization and administration of government, its law making bodies, and all other business that concerns it. These can be found in the form of directories, manuals, annual reports, judicial or administrative decisions, regulations, special agency studies, congressional publications, advisory commission reports or scientific and technical research studies.

MASSACHUSETTS STATE DOCUMENTS

One of the primary functions of the State Library is to collect the publications of Massachusetts state government agencies. The Library has the best collection of Massachusetts documents available in the following areas: agency annual reports, legislative documents, House and Senate Journals, and Massachusetts rules and regulations.

Access to the collection is through the old Catalog for pre-1975 material and through the new catalog for later material. Three access points are provided in both catalogs: by author, title, and subject.

Frequently used material is located at the Reference Desk and includes the following items: Elections Statistics, Massachusetts Financial Report, Attorney General Reports, and Opinions, Shopper's Credit Guide, Massachusetts Judicial Council Reports, State Ethics Commission Conflict of Interest Opinions, and Executive Budget Recommendations. (H.1).

Documents not found in the card catalogs should be accessed by the use of a Library publication entitled, Commonwealth of Massachusetts Publications Received by the State Library and its annual cumulation entitled Massachusetts State Publications.

Since 1975, all Massachusetts publications, except legislative material and state college catalogs have been microfilmed. If a paper copy is not available, a microfilm copy is available. A few libraries in the area receive the microfilm including Boston Public Library, University of Massachusetts/Boston, Boston College, Tufts University and Harvard Law School.

There are other libraries within state government which are located in departments and deal with specific subjects. Some examples are the Attorney General's Library and the Department of Public Health Library. These libraries will have copies of state documents dealing with subjects within their areas of responsibility. Use of these libraries is limited to state personnel. See section on Libraries, page .

The State Bookstore, operated under the Secretary

of State, is responsible for selling state documents. One can browse through their collection or can request a copy of their catalog. The Bookstore is located in 116 of the State House.

Normal circulation and interlibrary loan procedures apply to state documents.

FEDERAL DOCUMENTS

Federal documents are sent to depository libraries for the free use of the general public. A depository library is an agency selected to receive and maintain federal government publications. "Once a library has been designated a depository, it cannot be removed from the list and another library designated in its place. . . It remains a depository until it ceases to exist or vacates the privilege at its own request." (U.S. Joint Committee Print, 95 Congress, 2nd session)

The Boston Public Library is a regional depository library and receives "one copy of all publications of the U.S. government, except those which are for official use only, certain publications of the Library of Congress, and the National Technical Information Service." Ibid.

The Massachusetts State Library has been a selective depository library for over a hundred years. Other selective depository libraries in the City of Boston are the Boston Athenaeum, Northeastern University, Suffolk University, and the Social Law Library. See page -- for a complete listing of depository libraries in Massachusetts.

The Massachusetts State Library does permit some of its federal documents to circulate and are subject to the same loan policy as other materials.

Federal documents can be purchased from the U.S. Government Bookstore in the John F. Kennedy building at the Government Center in Boston. Emphasis is on consumer information and government reference books. The availability of other publications in Washington can be determined by either telephoning the Bookstore or checking the Government Publications Reference File on microfiche at the State Library.

Each day the Massachusetts State Library receives approximately fifty new federal documents in both periodical and book format from the U.S. Government Printing

Office. Scientific and technical reports are not sent to the library, but the publications which index them are received on a regular basis. One of these is Government Reports Announcements and Index issued by the U.S. National Technical Information Service. This indexes both government and private reports. The reports can be obtained for a fee either in microfiche or paper copy. If the report is one that the library should add to its collection, special arrangements can be made for purchase by the library. Some reports may also be obtained through interlibrary loan. Another important index is ERIC (Resources in Education) issued by the U.S. Department of Education.

Access to federal documents is by means of both government produced indexes or those of private publishers. The government indexes are the Documents Catalog for publications from 1893-1940 and the Monthly Catalog from 1895 to date. It is easier to use the Documents Catalog from 1893-1940 and then pick up with the Monthly Catalog from 1940 to date. They list all publications including Congressional documents.

An excellent, privately published index to congressional publications is the Congressional Indexing Service (CIS). This has been published since 1970 by the Congressional Research Service, Inc. It is by far the easiest and best index to use for locating information in congressional publications. It is issued monthly in two parts, an abstract and index, and then in two annual volumes, an abstract volume and an index volume. A complete microfiche collection is available at the State Library for every document indexed by CIS. In addition, the paper copies received from the Government Printing office are also filed at the library. It is important to note here that the microfiche collection is more complete because all congressional publications are not sent to a depository library.

Documents from the earliest Congresses are also on file at the State Library and at the Boston Public Library in the Serial Document Set. These can be located by searching the Document Catalog, Monthly Catalog, CIS Serial Set, or the old catalog in the State Library. Some older congressional hearings are also available in paper format at the State Library.

A complete microfiche collection of the U.S. Senate Library is at the Boston Public Library. Indexes to this

collection are available there and at the State Library in the balcony area.

The State Library also has a separate microfiche collection of congressional hearings from the 86th Congress through the 90th Congress preceeding the CIS microfiche collection. Congressional bills are also available on microfiche from the 95th Congress to date.

Statistical information published by the U.S. Census Bureau and other federal agencies is found by using the Catalog of the Census Bureau, the Monthly Catalog, or the American Statistics index, (ASI).

The ASI is another excellent index published by the Congressional Research Service with the same format as the CIS, an abstract volume and index volume. It began publication in 1973, and is one of the best research tools for finding federal statistics.

Non federal statistics can be found in its sister publication titled Statistical Reference Index issued in 1980. It indexes periodicals and publications of university research centers, business organizations, trade, professional, non-profit institutes and associations, commercial publishers, independent research centers and state government agencies.

In addition to the above described indexes, many selected government publications and all congressional hearings received prior to 1975 are listed in the old catalog. All cataloging of federal documents by the State Library ceased after this date with the exception of a few publications whose subject matter deals primarily with Massachusetts. Their recent additions to the collection are listed in the new catalog.

Another excellent resource for economic and social research is congressional committee prints. They are prepared primarily for the use of the committees and are not generally distributed to depository libraries. These are now available in a microfiche collection at the Boston Public Library. The index to this collection and the collection in the latest publication of the Congressional Research Service. Both are at the Boston Public Library and the index is only at the State Library. It is titled the U.S. Congressional Committee Prints Index. It is a five volume index to the holdings of the U.S. Senate Library, selected House and Senate Committees, the Library

of Congress, the National Archives Library, forty-six congressional committees, and seventy-one other libraries.

Current information into congressional action can be found by using the official Calendar of the U.S. House of Representatives, and the Congressional Record, or the commercially printed indexes and reporting services such as Commerce Clearing House Congressional Index, Congressional Quarterly Weekly Reports, and the National Journal.

Loose-leaf services are also excellent sources for information about current congressional action in the particular subject area of that loose-leaf service. The services reprint committee reports and public laws, as well as reporting the status of legislation.

Assistance with these indexes and services is available at the reference desk or from the Documents librarian.

HISTORY COLLECTION

Heavy emphasis in the library's collection has been placed on Massachusetts history. The result is a very complete file of information dating from the earliest days of the Bay Colony. Among its collections are such items as 18th century regimental orderly books, scores of Revolutionary period almanacs, original manuscript records of the General Court, correspondence of the governors, and many early broadsides. Foremost in its collection of Massachusetts history is the original manuscript written by Governor William Bradford relating to the history of Plymouth Colony from its inception in 1602 up to 1647. The collection of town and county histories and items of special interest to local history is the strongest in the state.

NEWSPAPERS AND PERIODICALS:

The balcony of the library is located on the fourth floor above the main reading room. Entrance to the area can be gained through Room 442.

Current newspapers, periodicals, serials, microforms, films, reader-printers, and maps can be found in this area. Assistance is available at the newspaper/periodical desk.

The library receives a total of one hundred and thirty daily and weekly newspapers from across the state. Some

major out-of-state newspapers are also on file along with two foreign newspapers, the London Times, and the Toronto Globe. A backfile of two to three months is maintained for all newspapers with the exception of those for which extensive microfilm holdings are stored. These are the Boston Globe, (since 1872), the Boston Herald American, and its predecessors (since 1881), The Worcester Telegram (since 1962), the Springfield Union (since 1963), the Christian Science Monitor (since 1953), the Wall Street Journal (since 1970) and the New York Times (since 1866.)

The library's collection of 18th and 19th century newspapers published in Boston and other Massachusetts localities is one of the largest available.

Newspaper Indexes Two unique indexes to Boston newspapers list articles on Massachusetts people, places and government. One index contains the period from 1890-1930, the other index picks up at 1962 and continues through September, 1980. The use of a computer-based index to the Boston Globe is now under consideration. There is also available printed indexes to the Christian Science Monitor, New York Times, and the Wall Street Journal.

Periodical Indexes Approximately nineteen hundred periodicals are received by the library each year. The most current and popular titles are kept in plastic jackets and are arranged alphabetically on the shelves in the balcony, other periodicals such as law journals, are kept in various locations throughout the library and some are cataloged and listed in the card catalog, while others are listed in the current files kept at the Reference Desk.

The State Library working through the Boston Library Consortium can help locate copies of newspapers and periodicals that it does not have on file.

Periodical and newspaper use is limited to within the library although photocopying privileges are available.

MICROFORMS - MICROTEXT

Microtext equipment, consisting of a microfilm reader-printer and a microfiche reader-printer, are available and are located in the balcony area. Both paper and microfiche copies can be reproduced by the printers.

In addition to a large collection of periodicals in

microform, the State Library also has a complete set of CIS microfiche and Federal bills back to the 86th Congress. This microfiche collection supplements the paper copies of Congressional documents which the library receives. The CIS microfiche collection is more complete than the paper copies. Access to the set is through the CIS Index and Abstract volumes in the Main Reference Room.

MAPS

The current map collection except, for Street Atlases which are kept at the Reference Desk, are in the balcony area. Historic maps are kept in the vault. Included in the collection kept in the balcony are maps of Massachusetts' cities, towns, and counties, land-use, highway, geological, hydrological, surveys, political districts, and government organizational charts. For New England there are flood plain and topographical maps.

GOVERNORS' EXECUTIVE ORDERS AND PROCLAMATIONS

Governors' Executive orders are also kept in the balcony and they may be seen at the Reference Desk.

Proclamations are kept on the fifth floor of the library, check with the Reference Desk.

C. OTHER LIBRARY SOURCES

1. CURRENT EVENTS

Ref	<u>Facts on File</u>
-----	----------------------

D 410 F31	Weekly digest of world and U.S. news with cumulative index. A current encyclopedia of world events compiled from metropolitan daily newspapers.
-----------------	---

Ref	<u>Kessings Contemporary Archives, London</u>
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D 410 .K4	Weekly diary of important world events with index continually kept up to date. Reports, statistics, and data selected, condensed, translated, summarized and indexed from newspapers, periodicals, and official publications of the United Kingdom, the Commonwealth countries, foreign countries, international organizations, and foreign news agencies.
-----------------	--

Ref Public Affairs Information Service (P.A.I.S.)
Z

7163 Weekly index by subject of current books,
.P9 pamphlets, periodical articles, government
documents, and any other useful library
material in the field of public affairs.
Publications of all kinds from all English-
speaking countries. Emphasis is upon factual
and statistical information.

Ref Rm State House News Service

July, 1975 - A file of news releases on
legislative matters arranged by broad subject
category and supplemented by a notebook
collection in chronological sequence of debate
in the House and Senate. An unofficial source
for legislative history.

Balcony Boston Newspaper Index

An index to articles appearing in Boston
newspapers 1962-1980. Government interest
only

2. PERIODICAL INDEXES

Business Periodical Index

Subject index to business and business related
articles in periodicals. Companies are listed
by name of company. Index to book reviews.

Criminal Justice Periodical Index

Separate author and subject indexes to
articles appearing in criminal justice
publications, including reviews of books,
periodicals and films. Court decisions
involving state or federal government are
also cited.

Directory Information Service Information Enterprises

A reference periodical covering business
and industrial directories, professional

and scientific rosters and other lists
and guides of all kinds.

Education Index

Alphabetical index of subject and author
entries to articles to articles appearing
in periodicals, yearbooks and monographs.
Also listing of book reviews.

General Science Index

Cumulative subject index to English language
periodicals and book reviews in the general
sciences.

Humanities Index

Author and subject index to English language
periodicals. Subjects covered are archaeology
and classical studies, area studies, folklore,
history, language and literature, literary
and political criteria, performing arts
philosophy, religion, and theology and re-
lated subjects. Book reviews included.

Index to Bank Letters, Bulletins and Reviews

KTO press. 1976 - quarterly/indexes specific
economic information with annual cumulations
issued regularly by the banking community's
leading economists and analysts.

Index to Free Periodicals

Perian Press supplements the Readers Guide
author, subject, and title entries.

Index to Legal Periodicals

Author and subject index to law journals
and periodicals of legal interest.
Valuable for research on many governmental
social topics.

Index to New England Periodicals

Atlantic Indexing Co. 1977 - annual. A
current index to regional publications,

Ref
KF
8
.I6

including Boston Phoenix, indexed by subject, author and major illustration.

Index to U.S. Government Periodicals

Allan Carpenter, ed. Ivan A. Watlen, Jr. pub. - provides access to periodicals.

Indexed Periodicals

Marconi, Joseph V. - An alphabetical listing of periodical and serial - titles identified as being indexed in some 33 American, British and Canadian periodical indexes. Full information for each entry to title changes volumes and dates.

Monthly Periodical Index

National Library Service Co. Lists current articles appearing in periodicals that have been selected based on needs expressed by a committee of librarians. Indexes popular magazines.

National Directory of Newsletters and Reporting Services

Gale Research Co. A reference guide to national and international information services, financial services, Association bulletins and training and educational services. Excluded are newsletters of local coverage, organization personnel and house organs. Arrangement by title, publisher and subject.

National Geographic Index

1888 - date. A comprehensive guide to over 90 years of articles and pictures appearing in the National Geographic Magazine. Separate Map Index.

Readers Guide to Periodical Literature

Author subject index to periodicals of general interest published in the United States.

Social Sciences Index

Cumulative index to English language periodicals in fields of anthropology, area studies, economics environmental sciences, geography, law, criminology, medical sciences, political science, psychology, public administration, sociology and related subjects. Book reviews indexed.

3. NEWSPAPER INDEXES

Ref Christian Science Monitor Index

AI

21 1954 - date

C46

Ref New York Times Index

AI

21 1913 - date

N44

Ref Newsbank

AI

21 1978-1980 Index to microfiche of re-produced articles from selected newspapers throughout the country. Discontinued.

.N44

Ref Newspaper Indexes

Z

6951 A location and subject guide for researchers.

M635

1977

Ref Personal Name Index to the New York Times Index

AI

21

N45 1851-1974

Ref The Wall Street Journal Index

AI

21 1970-date

W3

NEWSPAPER DIRECTORIES

Ref All In One Directory

Z

6951.1 Published by Gebbie Press. Directory

- G37 of the news media: newspapers, radio, television, etc., arranged by state and city. Also lists periodicals by major subject groupings.
- Ref Ayer's Directory of Newspapers and
Z Periodicals
6951
.A97 Annual directory of over 22,000 newspapers and magazines published in America. Geographical arrangement with title index. Information includes name, frequency of issue, editor, price, political affiliation circulation.
- Ref Editor and Publisher International
PN Yearbook
4709
.E45
1980 Facts about newspapers published in the United States, Canada, and foreign countries, syndicated services, mechanical equipment, organizations, and industry services.
- Ref New England Media Directory
Z
6952
.A11
D57
1980 Listing of newspapers, radio stations, television stations, cable T.V. systems, periodicals, college publications and media-related organizations.

4. BIOGRAPHICAL PUBLICATIONS

- Ref Biographical Directory of the Governors
E of the United States
176
B573
1978 1789-1978 - 5 volumes Biographies of Governors of each state. Arrangement by state. Each biography has been written by an expert. Excellent coverage for Massachusetts.
- Ref Rulers and Governments of the World,
D Earliest Times to 1491 Vol. 1.
11.5
.R67
1977 Rulers and Governments of the World 1492 to 1929 Vol. 2 Bowker.

- | | |
|-----------------------------|---|
| Ref
Serial Doc.
12938 | <u>Biographical Directory of the American Congress</u>

A collection of biographies of all members of Congress from 1774-1971. |
| Ref
E
176
.B575 | <u>Biographical Directory of the United States Executive Branch</u> Edited by Robert Sobel. Greenwood Publishing Co.

All cabinet heads, as well as presidents, vice-presidents and presidents of the Continental Congress. Several other name listings included. |
| Ref
Desk | <u>Biographical Index to Members of the Massachusetts General Court</u>

Card index with dates of birth and death, membership in General Court, profession, genealogy and biographical sources. |
| Ref
Z
5301
.B5 | <u>Biography Index</u> H.W. Wilson

An index to biographical material in books and magazines issued quarterly and cumulated. |
| Ref
CT
100
.C8 | <u>Current Biography</u> H.W. Wilson

Published monthly except August with an annual cumulation. Presents articles on people who are prominent in the arts, news, national and international affairs, the sciences, labor, and industry. Articles always accompanied by portraits and references to sources from which information is taken. Index 1900-197- One volume, supplemented with general indexes. |
| Stack
Ref
OBC
D55 | <u>Dictionary of National Biography (DNB)</u>

Most important book of reference for English biography includes only deceased people who have contributed in a major way to the history of their times. Scholarly articles with excellent bibliographies. |

Ref	<u>Dictionary of American Biography (DAB)</u>
E	
176	Biographical coverage of major contributors to American civilization. Excludes living people. Scholarly and well written articles. Includes bibliographies.
.D562	
Stack	<u>National Cyclopedia of American Biography</u>
Ref	
OBC	Wider coverage than DAB, less limited and selective. General index, plus index in each volume.
N27	
Ref	<u>Notable Names in American History</u>
E	
176	A tabulated register of who was what when and who followed whom and when. U.S. Congress, Cabinet, Governors, mayors, university presidents, labor leaders, foreign service.
.N89	
Ref/JK/6	<u>Taylor's Encyclopedia of Government Officials</u>
.T36	
	Lists both <u>state</u> and <u>federal</u> legislators.
Ref/CT/103	<u>Who's Who (English)</u>
.W5	
Ref/CT/103	<u>Who's Who in America</u>
.W51	
Ref/CT/103	<u>Who's Who in American Politics</u>
.W512	
Ref/CT/103	<u>Who's Who in Canada</u>
.W52	
Ref/CT/103	<u>Who's Who in Finance and Industry</u>
.W54	
Ref/CT/103	<u>Who's Who in the East</u>
.W62	
Ref/CT/103	<u>Who's Who in Government</u>
.W55	
Ref/CT/103	<u>Who's Who in the Midwest</u>
.W623	

Ref/CT/103 .W625	<u>Who's Who in the South and Southwest</u>
Ref/CT/103 .W627	<u>Who's Who in the West</u>
Ref/CT/3260 .W3	<u>Who's Who of American Women</u>
Ref/CT/120 .I5	<u>The International Who's Who</u>
Ref/CT/120 .W5	<u>Who's Who in the World</u>
Ref/CT/103 .W628	<u>Who's Who Publications Index to all Books</u>

5. STATISTICAL INFORMATION

Ref JK 1967 .A51	<u>America Votes</u> Congressional Quarterly Inc. Nationwide . election statistics. #1-6 Ref/324.26/.A51 #8- Ref/JK/1967/.A51
Ref Z 7554 .U5 A46	<u>American Statistics Index Congressional Information Service. 1973 - . Annual</u> A comprehensive guide and index to the statistical publications of the U.S. government. It indexes, describes, and identifies statistical data published by the Federal government. The library receives most of these statistics in its federal documents collection.
Ref C3.62 St2	<u>Directory of Federal Statistics for States and Directory of Non-Federal Statistics for States and Local Areas. U.S. Depart- ment of Commerce.</u> Guides to sources.
Ref Hf 5353 .E52	<u>Encyclopedia of Business Information Sources</u> edited by Paul Wasserman. Gale Research Co.

- Ref
YI.3 Factual Campaign Information (Federal)
 Secretary of the U.S. Senate
- Ref
Z Guide to U.S. Government Statistics by
7554 John L. Andriot. Documents Index.
- .U5 Office of Statistical Standards. An
G8 index to published Federal statistical
 data.
- Ref
G Rand McNally Commercial Atlas and
1201 Marketing Guide
.01 Revised annually. Always up to date,
 contains large, clear maps. Excellent
 for full and detailed treatment of the
 states and outlying possessions of the
 United States. Index to very small
 places especially helpful. Atlas also
 includes a cornucopia of statistical
 charts, etc. Other countries in less
 detail.
- Ref
C56.243 Statistical Abstract of the United
 States U.S. Bureau of the Census.
- An annual digest of data collected by
 all the statistical agencies of the
 United States Government, as well as
 some collected by a number of private
 agencies. Covers population, vital
 statistics, immigration, finance, etc.
 When using this book take note of the
 source of information. The State Library
 is a depository for federal documents and
 will probably have the full set of
 statistics quoted.
- Statistical Reference Index. CIS
- Index and guide to statistical publi-
 cations other than the U.S. government.

6. LOOSE-LEAF SERVICES

Bureau of National Affairs

Employment and Training Reporter,
Housing and Development Reporter,
U.S. Law Week.

Commerce Clearing House

All states' Sales Tax Reports, Congressional Index, Employment Practices Decisions, Employment Safety and Health Guide, Energy Management, Federal Excise Tax Reports, Labor Arbitration Awards, Labor Law Reports, Medicare and Medicaid Guide, Pension Plan Guide, Social Security, Standard Federal Tax Reports (Massachusetts), Supreme Court Bulletin, Tax Court Reports, Unemployment Insurance Reports.

Congressional Information Service, Inc.

CIS/Index to Congressional publications and legislation. American Statistics Index and Statistical Reference Index.

Massachusetts Lawyers Weekly

Massachusetts Supreme Judicial Court - Advance Sheets
Massachusetts Appeals Courts - Advance Sheets
Massachusetts Appellate Decisions - Advance Sheets
Massachusetts Discrimination Law Reports
Massachusetts Labor Cases
Massachusetts Labor Relations Reports
Law Treaties - too numerous to mention.

Moody's Investors Service, Inc.

These manuals give background and history of corporations with top officials, assets, subsidiaries, etc. listed.

Industrial Manual and News Reports

Covers over 3,000 corporations, gives history, top management, financial data.

Transportation Manual and News Reports

Specialized, detailed information on over 1,000 domestic transportation firms.

Public Utility Manual and News Reports

Detailed data on every publicly owned public utility and some privately held.

Bank and Finance Manual and News Reports

Facts on over 10,200 national, state and private banks, insurance companies, REITS, and mutual funds.

Municipal and Government Manual and News Reports

Arranged by state and subdivided by cities and towns giving areas, assessed valuation, tax rate, school districts, state agencies with financial statements, bonded debt, tax collections, etc. There is also a section including the United States government and foreign countries.

7. CANNED READY RESEARCH

Frequently your basic research has already been done on broad problems of national interest and there is no need to "reinvent the wheel". There are a number of series of publications which should always be investigated at the very beginning of your research work. At the very least these series may assist you in providing a basic bibliography with which to begin your work.

Ref

Editorial Research Reports

H

35

.E35

Excellent short research papers on topics of interest to persons doing public affairs research.

Per

Balcony

Congressional Digest

A monthly periodical covering one major topic of national and congressional interest each month.

Consult
Card
Catalog

Reference Shelf H.W. Wilson

Extensive collection of essays from various viewpoints on major topics of the day. Issued six times a year.

Per
Stack

Public Affairs Pamphlets

Very elementary introduction to problems in public affairs.

8. SPECIAL COLLECTIONS

Main
Floor

Information File

Subject File of recent research studies in public affairs of current government interest. Issued by other states' or countries' government agencies and legislative research units, independent research institutes, lobbyist groups, etc.

Ref
Desk

City Directories and Telephone Books

The library maintains a collection of telephone books for all of Massachusetts and for all large American cities (and suburbs) and State capitols of all the other forty-nine states (and some foreign). Also included in this collection are the phone directories for many individual federal agencies. The city directory collection includes most of the larger Massachusetts cities and towns.

Ref
Desk

College Catalogs

The library's collection of the current catalogs of most large American colleges and universities and accredited law schools can be useful in many ways.

State House News Service

See Current Events Section.

Biographical Index to Members of the General Court

See Biographical Publications Section.

Mass. Rm.	<u>Burrill File</u>
File	
Cabinet	Miscellaneous uncataloged collection of papers and records of Ellen Mudge Burrill, author of "the State House", published by the Commonwealth of Massachusetts in several editions spanning the period from 1901-1940.

9. LIBRARY INSTRUCTION

Ref	Katz, William, Your Library Reference
Z	Guide. 1979 Holt, Rinehart, and
710	Winston.
.K38	

A basic guide on how to use a library and where to find reference sources on different subjects. Written in an easy, informal style. Excellent guide for anyone that does not know how to use a library.

10. LIBRARY NETWORKS

Ref	Directory of Library Networks and
Ed 1.102	Cooperative Library Organizations
L61	1980. National Center for Education
1980	Statistics.

11. LAW AND LEGISLATION

Ref	Hirsh, Donald. Drafting Federal Law.
KF	Department of Health and Human Services
4950	Office of the General Counsel.
H57	Washington, D.C.

Uncataloged	Document Drafting Handbook. Revised edition June, 1980. A handbook designed to help Federal Agencies prepare documents for publication in the Federal Register.
-------------	---

KF	Dickerson, Reid
250	The fundamentals of legal drafting
.D5	Boston. published for the American
1965	Bar Foundation.

12. LEGAL RESEARCH

Ref Price, Miles O., Bitner, Harry and
 KF Byailwicz, Shirley R. Effective
 240 Legal Research, 4th edition. Little
 p7 Brown & Co. 1979.
 1979

Ref Lawyers Weekly Guidebook
 KFM
 2908 Annual - published by Massachusetts
 .L38 Lawyers Weekly.

Ref Massachusetts Lawyers Diary and
 KF Manual including Bar directory -
 192 Annual.
 .M4

Ref Cohen, Morris L. How to Find the
 JK Law, West Publishing Co.
 240
 H6
 1976

Jacobstein, J. Myron, and Roy Mirsky.
 Legal Research Illustrated, an abridge-
 ment of fundamentals of legal research,
 New York, Foundation Press. 1977.

13. GOVERNMENT PUBLICATIONS

Ref Morehead, Joe. Introduction to United
 Z States Public Documents. Second
 1223 edition. 1978.
 Z7
 M67

Ref Schmiekebier, Laurence F. and Roy
 Z B. Eustin
 1223
 .Z7 Government Publications and their use.
 S3 Second revised edition, Brookings
 .969 Institution 1970.

Ref Nakata, Yuri
 Z
 688 From Press to People. Collecting
 .G6 and using U.S. Government publications
 N34 ALA. 1978.

D. LIBRARIES IN THE BOSTON AREA

1. Academic and Research

Boston Library Consortium
666 Boylston Street Copley Square
Boston, Massachusetts 02117

Ten College Libraries and One Special:-

Boston College
Boston Public Library
Boston University
Brandeis University
Massachusetts Institute of Technology
Northeastern University
State Library of Massachusetts
Tufts University
University of Massachusetts at Amherst
University of Massachusetts at Boston
University of Massachusetts at Worcester
Wellesley College

2. Census

Boston Regional Office
Bureau of the Census
Data User Services Library
441 Stuart Street - 9th Floor
Boston, Massachusetts 02116
(617) 223-0668
Monday thru Friday 8:30-5:00

3. Government

There are many special libraries scattered throughout the state, federal and local government agencies. Access to their collections is usually restricted to government personnel. A directory of these libraries is available at the State Library. Arrangements for use of the libraries should be cleared with the Chief of Reference.

4. Massachusetts State Library

See listing under Special and Law.

5. Law

County law libraries. These are located in the Court House at the county seat. A directory is available at the State Library.

Larger Public Libraries:--

Social Law Library
1200 Court House
Boston, Massachusetts 02108
(617) 523-0018

Not open to the public. Membership only.

Department of the Attorney General Library
John W. McCormack State Office Building
20th Floor - One Ashburton Place
Boston, Massachusetts 02108
(617) 727-1036
Monday thru Friday - 9:00-5:00
Open to public only for Attorney General Opinions
and Town By-Laws.

Connie and Henry Mascarello Library of Criminal
Justice - Crime and Justice Foundation
19 Temple Place
Fifth Floor
Boston, Massachusetts 02111
(617) 426-9800
Monday thru Friday - 9:00-5:00

Massachusetts State Library
State House, Room 341
Boston, Massachusetts 02133
Monday thru Friday - 9:00-5:00
Open to the public.

U.S. Court of Appeals Law Library
1208 J.W. McCormack POCH
Boston, Massachusetts 02109
(617) 223-2891
Monday thru Friday - 8:30-5:00
Open to the public with restrictions. Serves
legal personnel, employees of federal agencies,
and provides courtesy service to other librarians.

6. Public

Boston Public Library

Copley Square
 Boston, Massachusetts
 (617) 536-5400
 Monday thru Friday - 9:00-9:00

7. Special

Kirstein Memorial Library
 Branch of Boston Public Library
 City Hall Avenue
 Boston, Massachusetts
 (617) 523-0860
 Monday thru Friday - 9:00-5:00

Massachusetts State Library
 State House, Room 341
 Boston, Massachusetts
 (617) 727-2590

E. MASSACHUSETTS DEPOSITORY LIBRARIES

<u>Amherst</u>	Amherst College Library University of Massachusetts Goodell Library
<u>Belmont</u>	Belmont Memorial Library
<u>Boston</u>	Boston Athenaeum Library Boston Public Library *Regional Depository Robert G. Dodge Library Northeastern University Social Law Library Suffolk University Law Library State Library of Massachusetts
<u>Brookline</u>	Public Library of Brookline
<u>Cambridge</u>	Harvard College Library Massachusetts Institute of Technology Libraries Middlesex County Law Library

<u>Chicopee</u>	Our Lady of the Elms College
<u>Lowell</u>	Alumni/Lydon Library University of Lowell-North Campus
<u>Lynn</u>	Lynn Public Library
<u>Marlborough</u>	Marlborough Public Library
<u>Medford</u>	Tufts University Library
<u>Milton</u>	Currey College Library
<u>New Bedford</u>	New Bedford Free Public Library
<u>Newton</u>	Bapst Library Boston College
<u>North Dartmouth</u>	Southeastern Massachusetts University
<u>North Easton</u>	Cushing-Martin Library Stonehill College
<u>Springfield</u>	Springfield City Library
<u>Waltham</u>	Goldfarb Library Brandeis University
<u>Wellesley</u>	Wellesley College Library
<u>Wenham</u>	Winn Library Gordon College
<u>Williamstown</u>	Williams College Library
<u>Worcester</u>	American Antiquarian Society Library University of Massachusetts Medical Center Library Worcester Public Library

VI

SUPREME JUDICIAL COURT

A. General Research Resources of the Judicial System

The Supreme Judicial Court, consisting of six associate justices and a chief justice is the highest appellate court in the Commonwealth. Its primary function is to interpret the Constitution and statutes of Massachusetts when a party appeals from the final judgment of an inferior court and the Appellate Tax Board.

Apart from those instances in which an actual case and controversy exists, the Supreme Judicial Court also renders advisory opinions to the Legislature, the Governor and the Executive Council.

Daily slip opinions, published by the Reporter of Decisions, are compiled weekly into numbered advance sheets and are subsequently bound in sequential volumes of the Massachusetts Reports. These decisions are also reported in the Northeastern Reporter of the National Reporter System. The opinions of the Supreme Judicial Court are binding upon all courts within the Commonwealth and are persuasive authority for the courts of other jurisdictions.

Final judgments of the Supreme Judicial Court may be reviewed by the United States Supreme Court (1) by appeal where a United States statute or treaty is declared invalid, (2) by appeal where a state statute is upheld in face of a claim that it is repugnant to the Constitution, treaties or laws of the United States, or (3) by writ of certiorari when the validity of a treaty or statute of the United States is drawn into question or when a state statute is being drawn into question as being repugnant to the Constitution, treaties or laws of the United States. The single justice session of the Supreme Judicial Court, an historical remnant of the now defunct Supreme Court of Judicature, has concurrent jurisdiction with the Superior Court Department in non-jury cases, but this power is exercised only in extraordinary circumstances. The single justice also provides over interlocutory circumstances. The single justice also provides over interlocutory matters from the inferior courts and serves as an emergency court to remedy disputes.

Practice before the Supreme Judicial Court is governed by the Massachusetts Rules of Appellate

Procedure and the Rules of the Supreme Judicial Court.

The Supreme Judicial Court has general superintendence over the administration of all inferior courts within the Commonwealth and may exercise its power to prevent errors and abuses therein, if no other remedies are provided. The Court approves procedural rules and forms of the inferior courts, supervises the conduct of judges, and otherwise regulates practice within the Massachusetts Judicial System.

As part of its rulemaking function, the court also promulgates the Canons of Ethics and Disciplinary Rules which establish standards for the practice of law within the Commonwealth.

APPEALS COURT

In 1972, the Legislature established the Appeals Court, an intermediate appellate court consisting of a Chief Justice and nine Associate Justices. The court sits in panels of three or more Justices, the Chief Justice assigns Justices to the panels so that each Justice sits a substantially equal time with each other Justice.

The Appeals Court has concurrent appellate jurisdiction with the Supreme Judicial Court with respect to: a) determination made in all civil matters at law or equity, b) proceedings in the Superior Court for the view of administrative determinations, c) proceedings in the Superior Court Department relating to mandamus, certiorari, and all other extraordinary writs, and d) all criminal cases, except in review of convictions for first degree murder. Also a report of a question of law from an inferior court is within the concurrent appellate jurisdiction of the Appeals Court and Supreme Judicial Court.

Appellate review, if within the jurisdiction of the Appeals Court, shall be in the first instance by the Appeals Court, except in the following cases in which appellate review shall be directly by the Supreme Judicial Court:

- A) Whenever two Justices of the Supreme Judicial Court issue an order that the questions to be

decided are: 1) questions of first impression or novel questions of law, 2) questions of law concerning the Constitution of the United States or of the Commonwealth or 3) questions of such public interest that justice requires a final determination by the Supreme Judicial Court.

- B) Whenever the Appeals Court as a body or a majority of the justices certifies that direct review by the Supreme Judicial Court is in the public interest.

The Supreme Judicial Court has authority to exercise further appellate review of any matter decided by the Appeals Court a) where a majority of the justices of the Appeals Court deciding the case or the Appeals Court as a whole, certifies that the public interest make further appellate review desirable or b) where leave to obtain further appellate review is specifically authorized by three justices of the Supreme Judicial Court.

The opinions of the Appeals Court are published in daily slip opinions by the Reporter of Decisions, and are compiled in weekly advance sheets, and then bound volumes of the Massachusetts Appeals Court Reports and the Northeastern Reporter.

TRIAL COURT

Chapter 478 of the Acts of 1978 reorganized the structure of the Massachusetts judicial system and consolidated the seven inferior courts into departments of a single Trial Court.

This unification, under the superintendence of the Supreme Judicial Court, provides both uniformity and flexibility in the administration of justice. Judges may now be transferred between departments of the Trial Court as need requires, and a single budget for the entire system has replaced the 417 different budgets which existed prior to 1978.

Each department of the Trial Court promulgates rules and forms of practice, subject to approval by the Supreme Judicial Court.

The Chief Administrative Justice of the Trial Court is appointed by the Supreme Judicial Court for a seven year term to supervise the orderly administration of justice in the various departments. Each department, likewise, has a chief judge, who oversees the administration of the department.

No department of the Trial Court has an official publication which reports its opinions and orders.

SUPERIOR COURT DEPARTMENT

The Superior Court Department of the Trial Court, the basic forum for jury and non-jury trials in the original jurisdiction over all criminal actions and general civil jurisdiction, except over those actions which are specifically within the exclusive jurisdiction of other courts. The Superior Court Department also has limited appellate jurisdiction over actions commenced in some inferior courts and administrative agencies.

It also has concurrent equity jurisdiction with the Supreme Judicial Court, except that the Superior Court Department has exclusive original jurisdiction over all actions in which injunctive relief is sought in any matter growing out of a labor dispute.

Practice in the Superior Court Department is governed by the Massachusetts Rules of Civil Procedure and the Massachusetts Rules of Criminal Procedure, both promulgated by the Supreme Judicial Court, and by the Superior Court Rules, proposed by the justices of the Superior Court Department and approved by the Supreme Judicial Court.

The administrative Justice of the Superior Court Department supervises all matters within that department and assigns justices to sit at various locations throughout the Commonwealth on a rotational basis. One justice sitting on the Superior Court is invested with all the authority of that Department.

DISTRICT COURT DEPARTMENT

The District Court Department of the Trial Court has original jurisdiction concurrent with the Superior Court Department of all civil actions in which money damages are sought in summary process actions; except that the District Court Department has exclusive

original jurisdiction of small claims cases and actions brought under the Uniform Reciprocal Enforcement of Support Act (M.G.L. c. 273A).

Rehearsing of matters of law arising in civil cases in the District Court Department may be had in the Appellate Division of the District Court, and appeal to the Supreme Judicial Court shall be from a final decision of the Appellate Division.

The District Court Department has criminal jurisdiction concurrent with the Superior Court Department, of all violations of ordinances and by-laws of cities and towns, all misdemeanors (except libels), all felonies punishable by imprisonment in state prison for not more than five years, and other miscellaneous crimes.

Trials of criminal defendants are by a jury of six, unless the defendant files a written waiver and consent to be tried by the court without a jury, subject to his right of appeal therefrom for trial by a jury of six.

Persons brought before the District Court Department who appear to be guilty of crimes may be bound over for trial in the Superior Court Department.

Generally, the District Court Department exercises jurisdiction over juveniles under seventeen years of age. However, a distinct Juvenile Court Department has been established for Boston, Worcester, Springfield and Bristol County.

PROBATE AND FAMILY COURT DEPARTMENT

The Probate and Family Court Department of the Trial Court has superior and general jurisdiction of the probate of wills; administration of estates; appointment of guardians; adoption of children; change of names; divorce; care, custody, education and maintenance of minor children; and other related matters.

This department also has general equity jurisdiction. Practice before the Probate and Family Court Department is governed by the Probate Court Rules, the Rules of Domestic Relations Procedure, and the Rules of Civil Procedure.

HOUSING COURT DEPARTMENT

The Housing Court Department, with divisions in both Boston and Hampden County, has superior and general jurisdiction concurrent with the District and Superior Court Departments of crimes, civil, and equitable actions relating to housing within their territorial limits.

All cases are heard by a justice of the Housing Court Department without a jury, except in those cases where a jury trial is required by the Constitution of the United States or of the Commonwealth.

Rules of the Housing Court and the Massachusetts Rules of Civil Procedure regulate practice within this department.

LAND COURT DEPARTMENT

The Land Court Department has original exclusive jurisdiction of the registration of titles to land and easements, the foreclosure and redemption of tax titles, and various other actions relating to interests in real property.

Land Court practice is regulated primarily by the Massachusetts Rules of Civil Procedure, and a few specific rules are contained in the Land Court Rules.

VII. GUIDE TO LEGISLATIVE SERVICES

A. LEGISLATIVE RESEARCH BUREAU Room 1212

Daniel O'Sullivan, Director
11 Beacon Street
Boston, Ma. 02108

The Legislative Research Bureau is responsible for project research and is supervised by the Legislative Research Council that is appointed by the Speaker and the Senate President.

Services Offered:

Project research (all project research must be authorized by the General Court). File copies of studies completed by Research Bureau available upon request.

B. LEGISLATIVE SERVICE BUREAU Room 527A 722-2520

Dr. Anthony J. Burke, Director
State House
Boston, Ma. 02133

Research staff - The Joint Legislative Committee are staffed with professional researchers. Their function is to provide the Committee members with factual information pertaining to pending legislation.

Intergovernmental Research

Information sharing program with other states and Federal agencies concerning key legislative issues.

Contact: Kevin B. Shea

Multi-Media Services

Equipment Offered:

- 16 mm motion picture sound projector
- Slide carousel
- Wollensak dissolve unit
- Video cassette Player/Recorder
- Television Monitors
- Video Cameras

The Legislative Service Bureau maintains a film

and slide library which is especially useful to Legislators in explaining the legislative process to tour groups.

Contact: Joseph Irvin

Data Processing

Room 208 722-2634

The Data Processing Division is responsible for the legislative computer system. It provides Legislators and staff with current information on pending legislation.

Services Offered:

Computer Terminals (Status of pending legislation) Search Queries (Search General Laws on particular subjects). Bill History (Computer trace on legislative history).

Contact: James O'Brien, Director

Photographer

Room 5A 722-2088

Photographs of group tours or other occasions are available through the Service Bureau.

Contact: Jack Leonard or leave message at 722-2520

Copy Center

Room 38A 722-2368

Offset copies of legislative materials and projects are available through the Legislative Copy Center.

Contact: Jack Sullivan/Dan O'Sullivan

Legislative Bulletin

Room 527A 722-2127

The Legislative Bulletin is published periodically throughout the session and lists the status of all bills pending before the General Court.

Contact: Michael Paul Feeney, Director

C. SCIENCE RESOURCE NETWORK

Room 312 722-1236

The Science Resource Network helps Legislators and staff obtain scientific and technical information.

Services Offered:

Inquiry Service
 Dialogue Program
 Technical Studies
 Information Systems
 Data Bases
 Communication Systems

Contact: Dr. John Warren/Jeremy David Eden

D. Bookstore Room 116 722-2854

The State Bookstore provides copies of advanced Acts and Resolves and state published documents.

Services Offered:

Citizen Information Service
 Advanced Acts (bills that became law)
 Advanced Resolves
 State published documents

E. House Clerk Room 145 722-2356
Senate Clerk Room 334 722-1276

The Clerks act as the parliamentarians of the Legislature. They are responsible for the orderly flow of legislation and are sometimes referred to as the gatekeepers of the Legislature.

F. House Counsel Room 139 722-2360
Senate Counsel Room 200 722-1470

The Counsels of the General Court draft legislation and offer legal advice to members on bill drafting and pending amendments.

Services Offered:

Bill Drafting
 Amendments

G. Legislative Documents Room 428 722-2860

The Documents Division distributes legislative literature.

Materials Available:

House and Senate bills for current session
 House and Senate Calenders (Daily Listing
 of pending legislation)
 House and Senate Journals (list of actions
 the General Court has taken during previous
 session)
 Bulletin (list status of all bills pending
 before the General Court).

H. THE ARCHIVES DIVISION

The Archives Division of the Department of the Secretary of State is located in Room 55 of the State House and is open to the public on weekdays from 9:00 a.m. to 5:00 p.m. The Archives has custody of many of the important non-current records of the state. The records of the General Court held by the Archives include original papers (petitions, bills, committee reports and other documents) of both enacted and unenacted legislation and engrossed acts and resolves as signed by the Speaker of the House, the President of the Senate and the Governor.

Enacted legislation. The acts and resolves passed into law are represented in the Archives by the engrossed (official) copy of the law and by the original papers of the item of legislation. The original papers will include all petitions, bills reports and other items which were part of the documentation of the law.

Engrossed copies of acts and resolves are available for laws passed during legislative sessions from the 17th century through the most recently completed legislative session. Most are in a series of acts or resolves, arranged by legislative session and chapter number. Some engrossed laws, passed prior to 1784, are found in the Massachusetts Archives, a 328-volume collection of early state papers.

Similarly, most documents comprising the original papers of a law are also identified by the chapter number of the law and arranged by legislative session in series of acts or resolves. Again, some pre-1784 papers are instead included in the Massachusetts Archives collection.

Researchers interested in using either the

engrossed laws or the original papers of a law should use the resources of the State Library, or the printed acts and resolves available in the Archives, to identify the year and chapter number of a law. Archives personnel will locate materials for patron use based on this information. Massachusetts Archives indexes may have to be used for early material.

Unenacted legislation. Included in this category are orders and resolutions of the legislature along with bills, petitions, committee reports and other legislative papers documenting items which were not enacted into law.

The Archives holds original papers of unenacted legislation from the 17th century through the next to the most recently completed legislative session. Materials prior to 1775 are to be found in the Massachusetts Archives and the indexes to those volumes will need to be consulted. Unpassed legislation from 1775 to 1856 from the House and from 1780 to 1856 from the Senate has been thoroughly indexed and the microfilmed index can be consulted in the Archives.

Materials dating since 1856 will require a lengthier search procedure for retrieval. Resolutions are arranged by the name of House or Senate sponsors. Orders are arranged by their House or Senate number, or by date when no number was assigned. Other legislative documents are arranged in categories of final disposition (ought not to pass, no report from committee, no further action taken, rejected, etc.) in separate series for the House or Senate, depending on the location of that final action. Thus, a petition leading to a bill which successfully passes the House, but is given a recommendation of ought not to pass by a Senate committee, would be filed with that bill in the category of ought not to pass, further divided by the names of the committees, in the Senate documents.

Researchers interested in using these post-1856 materials should use the resources of the State Library, especially bill history indexes and House and Senate Journals, to determine the final disposition of the bill, the committee participating in that decision (when relevant), the chamber of the General

Court in which that final disposition was made and other relevant information. The Archives staff will then locate materials using this information.

Archives Division Contacts:

Room 55 727-2816

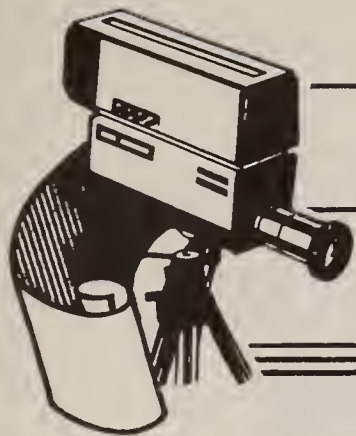
Jane Becker, Reference Archivist
Martha Clark, Chief Reference

Robert McDonall, Curator
Richard Kaplan, Reference

COMMITTEES OF THE LEGISLATURE

**All telephones are area code (617) and are prefixed 722-.
The Mailing Address for all Legislative Committees is
State House, Boston, Massachusetts 02133.

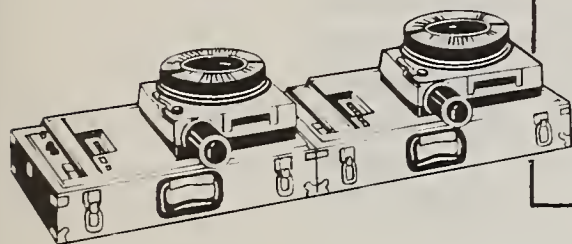
<u>Committee</u>	<u>Room</u>	<u>Telephone</u>
Banks & Banking.....	42	2370
Bills in Third Reading (House)...	19	2410
Bills in Third Reading (Senate)...	200	1470
Commerce & Labor.....	43	2030
Counties.....	33	2060
Education.....	473G	2070
Election Laws.....	26	2080
Energy.....	540	2090
Ethics (House).....	237	2380
Ethics (Senate).....	423	1440
Federal Financial Assistance.....	127	2110
Government Regulations.....	472	2120
Health Care.....	130	2130
Human Services & Elderly Affairs.	213A	2568
Human Services (House Staff).....	22	2140
Insurance.....	254	2220
Judiciary (House Staff).....	138	2396
Judiciary (Senate Staff).....	222	1268
Local Affairs.....	134	2400
Natural Resources.....	473F	2210
Post Audit & Oversight.....	146	2560
Public Safety.....	473B	2230
Public Service.....	40	2240
Rules (House).....	251	2010
Rules (Senate).....	431	1520
State Administration.....	34	2320
Taxation.....	236	2430
Transportation.....	446	2460
Urban Affairs.....	38	2470
Ways and Means (House).....	237	2380
Ways and Means (Senate).....	312	1481



MULTI-MEDIA

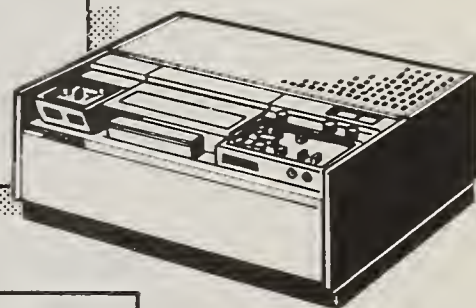
.....*available at*

LEGISLATIVE SERVICE BUREAU Rm. 527A 722-2520



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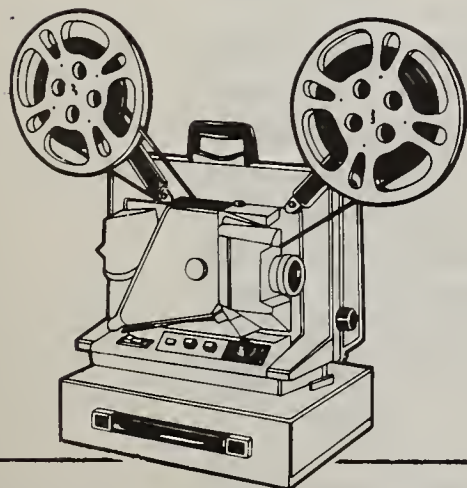
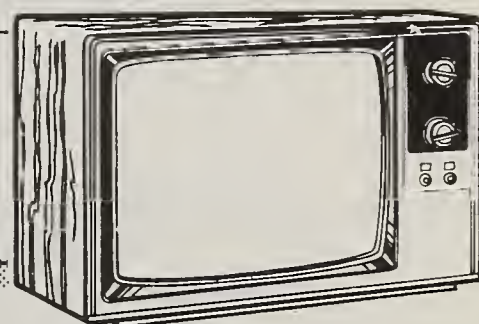
VIDEO CASSETTE PLAYER/RECORDER
for professional high quality pro-
gramming.



AUC 3260 VIDEO CAMERA for on-the-spot
television production.



TELEVISION MONITOR
for instant playback of
VIDEO TAPES.



16MM MOTION PICTURE
SOUND PROJECTOR for
presenting filmed material.

ALSO: AUDIO TAPE RECORDERS



MULTI-PURPOSE Facility Room

VIII MASSACHUSETTS STATE GOVERNMENT RESOURCES

1. ADJUTANT GENERAL
Vahan Vartanian
905 Commonwealth Avenue
Boston, Ma. 02215
(617) 727-5166
2. ADMINISTRATION & FINANCE
Edward Hanley
Secretary of A & F
Room 373, State House
Boston, Ma. 02133
727-2040
3. AERONAUTICS
Arnold R. Stymest
Director
Aeronautics Commission
Exec. Office of
Transportation
and Construction
Logan Airport
Boston, Ma. 02128
727-5350
4. AGRICULTURE
Frederic Winthrop, Jr.
Commissioner
Dept. of Food & Agriculture
Exec. Office of
Environmental Affairs
100 Cambridge Street
Boston, Ma. 02202
727-3002
5. AIR RESOURCES
Anthony Cortese
Commissioner
Div. of Air & Hazardous
Materials
Dept. of Public Health
Exec. Office of Human Services
1-11 Winter Street
Boston, Ma. 02110
727-2658

Information Officer:
Virginia Hunt
727-0170
6. ALCOHOLISM
Dr. Edward Blacker
Director
Div. of Alcoholism
755 Boylston Street
Boston, Ma. 02116

Information Officer:
Milton Wolk
727-1960
7. ARTS COUNCIL
Ann Hawley
Executive Director
Council on the Arts and
Humanities
One Ashburton Place
Boston, Ma. 02108
727-3668
8. ATTORNEY GENERAL
Francis X. Belotti
Attorney General
One Ashburton Place
Boston, Ma. 02108

Information Officer:
Eve Lewis
727-3688
9. ARCHIVES
Dr. Albert H. Whitaker, Jr.
State Archivist
Room 50, State House
Boston, Ma. 02133
727-2816
10. AUDITOR
John J. Finnegan
Auditor
Room 229, State House
Boston, Ma. 02133
727-2075

Information Officer:
727-6200

11. BANKING
Gerald T. Mulligan
Commissioner
Div. of Banks & Loan
Agencies
Exec. Office of
Consumer Affairs
Room 2004, 100 Cambridge St.
Boston, Ma. 02202
727-3120

Information Officer:
727-3136
12. BUDGET
George Hertz
Budget Director
Div. of Fiscal Affairs
Exec. Office for
Administration &
Finance
Room 272, State House
Boston, Ma. 02133
727-2087
13. CHIEF JUSTICE
Edward F. Hennessey
Chief Justice
Supreme Judicial Court
New Court House
Boston, Ma. 02108

Information Officer:
John Burke
725-8083
14. CHILD WELFARE
Cecilia DiCicco
Director
Office for Children
Room 246, 110 Boylston St.
Boston, Ma.
727-8900
15. CIVIL RIGHTS
Darrell L. Outlaw
Chairman
Commission Against
Discrimination
Exec. Office for
Administration &
Finance
Room 601, One Ashburton Pl.
Boston, Ma. 02108
727-7319
16. CLERK OF SUPREME COURT
John Powers
Clerk of Courts
New Court House
Boston, Ma.
725-8080
17. COMMERCE
James F. Carlin
Commissioner
Dept. of Commerce &
Development
Exec. Office of Economic
Affairs
100 Cambridge Street
13th Floor
Boston, Ma. 02202
727-3218

Information Officer:
727-3232
18. COMMUNITY AFFAIRS
Byron J. Matthews
Secretary of Communities
and Development
Exec. Office of Communities
and Development
100 Cambridge St., 14th Fl.
Boston, Ma. 02202
727-7765

Information Officer:
Catherine A. Flaherty
727-7765
19. COMPTROLLER
Robert E. Sheehan
Comptroller
Comptroller's Division
One Ashburton Place
Boston, Ma. 02108
727-2922
20. CONSUMER AFFAIRS
Eileen Schell
Secretary of Consumer
Affairs
One Ashburton Place
Boston, Ma. 02108
727-7755

Information Officer:
Barbara Newman
727-7780

21. CORRECTIONS
Lewis M. Berman
Commissioner
Dept. of Corrections
Exec. Office of Human
Services
100 Cambridge Street
Boston, Ma. 02202
727-3301
- Information Officer:
Joseph Landolfi
727-6327
22. CHIEF ADMINISTRATIVE
JUSTICE
Arthur M. Mason
317 New Court House
Boston, Ma. 02108
725-8787
23. CRIMINAL JUSTICE DATA
Gary Egan, Director
Criminal Justice
Training Council
One Ashburton Place
Boston, Ma. 02108
727-7827
24. CRIMINAL JUSTICE
PLANNING
William Highgas
Executive Director
Committee on Criminal
Justice
110 Tremont St., 4th Fl.
Boston, Ma. 02108
727-5497
25. DATA PROCESSING
Ben Siegel, Director
Office of Management
Information
One Ashburton Pl., Rm. 1619
Boston, Ma. 02108
727-7486

26. DEVELOPMENTAL DISABILITIES
Steve Rosner
Executive Director
Mass. Developmental
Disabilities Council
One Ashburton Pl., Rm. 1319
Boston, Ma. 02108
727-6374
27. DISASTER PREPAREDNESS
Paul J. Cahill
Director
Civil Defense Agency
400 Worcester Road
Framingham, Ma. 01701
237-0200
28. DRUG ABUSE
Victor Geilineau
Div. of Drug Rehabilitation
Services
Dept. of Mental Health
Exec. Office of Human
Services
160 North Washington St.
Boston, Ma. 02114
727-8614
29. ECONOMIC DEVELOPMENT &
MANPOWER AFFAIRS
George S. Kariotis
Secretary of Economic
Development & Manpower
Affairs
Room 212, State House
Boston, Ma. 02133
727-8380
- Information Officer:
Paul Schultz
727-9606
30. EMPLOYEE RELATIONS
John Sullivan, Director
Office of Employee Rel.
One Ashburton Pl., Rm. 1002
Boston, Ma. 02108
727-5403

31. EMPLOYMENT SERVICES
Donald Reilly
Director of Employee
Training
One Ashburton Pl., Rm. 519
Boston, Ma. 02108
727-7801
32. ENERGY RESOURCES
Joseph S. Fitzpatrick
Secretary of Energy
Resources
State energy Office
73 Tremont Street, Rm. 700
Boston, Ma. 02108
727-4732
33. ENVIRONMENTAL AFFAIRS
John A. Bewick
Secretary
Exec. Office of
Environmental Affairs
100 Cambridge St., 20th Fl.
Boston, Ma. 02202
727-9800

Information Officer:
Christine Carty
727-9800
34. HIGHER EDUCATION
Chancellor (vacant)
Board of Higher Education
31 St. James Ave., Rm. 323
Boston, Ma. 02116
727-7785
35. ELDER AFFAIRS
Thomas H.D. Mahoney
Secretary
Exec. Office of Elder
Affairs
110 Tremont Street
Boston, Ma. 02108
727-7750

Information Officer:
John Flynn
727-8931
36. ELECTIONS ADMINISTRATION
Marcia Molay
Director
Elections Division
Office of Secretary of
the Commonwealth
One Ashburton Pl., Rm. 1705
Boston, Ma. 02108
727-2828
37. ECONOMIC OPPORTUNITY
David Entin, Administrator
Div. of Social & Economic
Opportunity
Dept. of Community Affairs
Exec. Office of Communities
and Development
10 Tremont Street, Rm. 64
Boston, Ma. 02108
727-7004
38. EDUCATION (Commissioner)
Gregory Anrig, Commissioner
Department of Education
Exec. Office of Ed. Affairs
31 St. James Avenue
Boston, Ma. 02116
727-5700

Information Officer:
Richard Gillman
727-5794
39. ETHICS
Maureen McGee
Exec. Director
State Ethics Commission
One Ashburton Pl., Rm. 1413
Boston, Ma. 02108
727-0060
40. EXCEPTIONAL CHILDREN
Rodger Brown
Associated Commissioner
Special Education
Department of Education
31 St. James Avenue
Boston, Ma. 02116
727-6217

41. FAIR EMPLOYMENT
Leon Brathwaite, II
Director
Affirmative Action
One Ashburton Pl., Rm. 301
Boston, Ma. 02108
727-7441
42. FISH AND GAME
Richard Cronin
Director
Division of Fisheries and
Wildlife and Recreational
Vehicles
Exec. Office of Environ-
mental Affairs
100 Cambridge Street
Boston, Ma. 02202
727-3155
43. FIRE MARSHAL
Joseph O'Keefe
Fire Marshall
Div. of Fire Prevention
Dept. of Public Safety
Exec. Office of Public
Safety
1010 Commonwealth Avenue
Boston, Ma. 02215
566-4500, Ext. 222
44. FINANCE
Edward Hanley, Secretary
Administration & Finance
Rm. 373, State House
Boston, Ma. 02133
727-2040

Information Officer:
727-2050
45. FOOD PROTECTION
Dr. George A. Michael
Director
Div. of Food & Drugs
Dept. of Public Health
Exec. Office of Human Services
305 South Street
Jamaica Plain, Ma. 02130
727-2670
46. FORESTRY
Gilbert Bliss, Director
Dept. of Environmental
Management
Exec. Office of
Environmental Affairs
100 Cambridge St.
Boston, Ma. 02202
727-3180
47. GEOLOGY
Joseph Sinnott
Geologist
Dept. of Environmental
Affairs
100 Nashua Street
Boston, Ma. 02114
727-4508
48. GOVERNOR
Edward J. King, Governor
Rm. 360, State House
Executive Offices
Boston, Ma. 02133
727-3600
49. HEALTH
Dr. Alfred Frechette
Commissioner
Dept. of Public Health
Exec. Office of Human
Services
600 Washington St., Rm. 214
Boston, Ma. 02111
727-2700
50. HIGHWAY PATROL
Frank Trabucco
Commissioner of Public
Safety - State Police
Dept. of Public Safety
Exec. Office of Public
Safety
1010 Commonwealth Avenue
Boston, Ma. 02215
566-4500, Ext. 263

51. HIGHWAY SAFETY
Richard McLaughlin
Registrar of Motor
Vehicles
100 Nashua Street
Boston, Ma. 02114
727-3700
52. HISTORIC PRESERVATION
Patricia Weslowski
Director
Historical Commission
Office of the Secretary
of the Commonwealth
294 Washington Street
Boston, Ma. 02108
727-8470
53. HORSE RACING
Dr. Paul Walsh
Chairman
State Racing Commission
One Ashburton Place
Boston, Ma. 02108
727-2581
54. HOUSING
John Blake, Jr.
Executive Director
Mass. Housing Finance
Agency
45 School Street
Boston, Ma. 02108
723-6800
55. HOUSING CODES
John Olsen
Chief of Building
Inspectors
One Ashburton Pl., Rm. 1301
Boston, Ma. 02108
727-7551
56. HUMAN RESOURCES
Charles Mahoney
Secretary of Human Services
Room 167, State House
Boston, Ma. 02133
727-7600

Information Officer:
John Gillespie
727-7600
57. INDUSTRIAL DEVELOPMENT
James F. Carlin
Commissioner
Commerce & Development
100 Cambridge Street
Boston, Ma. 02202
727-3218

Information Officer:
727-3232
58. INSURANCE
Michael J. Sabbagh
Commissioner
Division of Insurance
Exec. Office of Consumer
Affairs
100 Cambridge Street
Boston, Ma. 02202
727-3357

Information Officer:
John A. Iannelli
727-3340
59. INVESTMENTS
Robert Q. Crane
State Treasurer
Room 227, State House
Boston, Ma. 02133
727-2000

Information Officer:
727-1157
60. JUVENILE DELINQUENCY
Edward Murphy
Commissioner
Dept. of Youth Services
Exec. Office of Economic
Affairs
294 Washington Street
Boston, Ma. 02108
727-2731

Information Officer:
Barbara Trevett
727-2731

61. LABOR AND INDUSTRIAL RELATIONS
William M. Shipps
Commissioner
Dept. of Labor & Industries
Exec. Office of Economic Affairs
100 Cambridge Street
Boston, Ma. 02202
727-3455

Information Officer:
Donna Kaplan
62. LABOR ARBITRATION AND MEDIATION
Phillips Axten
Chairman
Labor Relations Commission
Exec. Office of Economic Affairs
100 Cambridge Street
Boston, Ma. 02202
727-3509
63. LAW ENFORCEMENT
Frank Trabucco
Commissioner
1010 Commonwealth Ave.
Boston, Ma. 02215
566-4500

Lt. Col. John R. O'Donovan
Bureau of Investigations Intelligence
1010 Commonwealth Ave.
Boston, Ma. 02215
566-4500
64. LEGISLATIVE SERVICES
Dr. Anthony J. Burke
Director
Legislative Service Bureau
Room 527A, State House
Boston, Ma. 02133
722-2520

Information Officer:
Kevin B. Shea
722-2520
65. LIBRARY (Law)
James H. Fish
Librarian
State Library
Exec. Office of Educational Affairs
Room 341, State House
Boston, Ma. 02133
727-2592
66. LIBRARY (State)
James H. Fish
Librarian
State Library
Exec. Office of Educational Affairs
Room 341, State House
Boston, Ma. 02133
727-2592
67. LICENSING (Occupational and Professional)
John N. Mattuchio
Director
Division of Registration
Exec. Office of Consumer Affairs
100 Cambridge Street
Boston, Ma. 02202
727-3076
68. LIQUOR CONTROL
John Larkin, Chairman
Alcoholic Beverages Control Commission
100 Cambridge Street
Boston, Ma. 02202
727-3040
69. LOTTERIES
Dr. William E. Perrault
Executive Director
Lottery Commission
15 Rockdale Street
Braintree, Ma. 02184
848-7755

70. LIEUTENANT GOVERNOR
Thomas P. O'Neill, III
Lieutenant Governor
State House
Boston, Ma. 02133
727-7200
71. MANPOWER
Mario Alfano
Associate Secretary
Dept. of Manpower Dev.
Exec. Office of Economic
Affairs
Charles F. Hurley Bldg.
Boston, Ma. 02114
727-2252
72. MASS TRANSPORTATION
Barry M. Locke
Chairman
Massachusetts Bay Transit
Authority
Exec. Office of
Transportation & Const.
45 High Street
Boston, Ma. 02110
722-5176
- Information Officers:
Sue Myers/Paul DiNatale
722-3301
73. MEDICAID
Dr. Robert D. Moran
Director
Dept. of Public Welfare
Exec. Office of Human
Services
600 Washington Street
Boston, Ma. 02111
727-6095
74. MENTAL HEALTH
Robert L. Okin
Commissioner
Dept. of Mental Health
Exec. Office of Human
Services
160 North Washington St.
Boston, Ma. 02114
727-5600
75. MENTAL RETARDATION
Linda Glenn
Assistant Commissioner
Div. of Mental Retardation
Dept. of Mental Health
Exec. Office of Human
Services
160 North Washington St.
Boston, Ma. 02114
727-5668
76. MOTOR VEHICLE REGISTRATION
Richard McLaughlin
Registrar
Registry of Motor Vehicles
Exec. Office of Public
Safety
100 Nashua Street
Boston, Ma. 02114
727-3700
77. MUNICIPAL AFFAIRS
Harvey J. Beth
Dept. of Revenue
Director of Accounts
100 Cambridge Street
Boston, Ma. 02204
727-4401
78. NATURAL RESOURCES
Richard Kendall
Commissioner
Dept. of Environmental
Affairs
100 Cambridge Street
Boston, Ma. 02202
727-3163
79. NUCLEAR ENERGY
Elisabeth Ladd, Director
Energy Facilities Siting
Council
73 Tremont St., Rm. 300
Boston, Ma. 02108
727-1136
80. PARKS AND RECREATION
Gilbert Bliss, Director
Forest & Parks Division
Dept. of Environmental
Management
Exec. Office of Env. Affairs
100 Cambridge Street
Boston, Ma. 02202
727-3180

81. PAROLE (Adult)
David Linde, Director
Parole Services
Exec. Office of Human
Services
Boston, Ma. 02202
727-3275
82. PERSONNEL
David M. Marchand
Administrator
Div. of Personnel
Administration
Exec. Office for Admin.
& Finance
One Ashburton Place
Boston, Ma. 02108
727-3555
83. PLANNING
J. Joseph Grandmaison
New England Regional
Commission
141 Milk Street
Boston, Ma. 02109
223-3455
84. PLANNING
Byron Matthews, Secretary
Exec. Office of Communities
& Development
100 Cambridge St., 14th Fl.
Boston, Ma. 02202
727-7765
85. PLANNING
Joseph Flatley
Administrator
Exec. Office of Policy &
Development
100 Cambridge St., 14th Fl.
Boston, Ma. 02202
727-8690
86. POST AUDIT
John J. Finnegan
Auditor of the
Commonwealth
Room 229, State House
Boston, Ma. 02133
727-2075
87. POST AUDIT
Richard A. Tobin
Legislative Auditor
Legislative Post Audit &
Oversight Bureau
Room 146, State House
Boston, Ma. 02133
722-2560
88. PRE AUDIT
Robert Sheehan, Comptroller
Comptroller's Division
Exec. Office for Administration
and Finance
Room 909, One Ashburton Pl.
Boston, Ma. 02108
727-2922
89. PRESS SECRETARY (Governor's)
Gerard Morris
Communications & Press
State House
Boston, Ma. 02133
727-3600
90. PUBLIC UTILITY REGULATION
Doris Pote, Chairman
Dept. of Public Utilities
Exec. Office of Consumer
Affairs
100 Cambridge Street
Boston, Ma. 02202
727-3503
- Information Officer:
Cathleen O'Donnell
727-3556
91. PUBLIC DEFENDER
Gerald Schaefer
Chief Counsel
120 Boylston Street
Boston, Ma. 02116
482-6212
92. PUBLIC SAFETY
George A. Luciano, Secretary
Exec. Office of Public Safety
One Ashburton Place, 21st Fl.
Boston, Ma. 02108
727-7775

93. RETIREMENT (Public Employees)
James W. Callanan
Exec. Secretary
State Board of Retirement
Office of Treasurer
One Ashburton Place
Boston, Ma. 02108
727-2950
- Information Officer:
Phil Carney
94. RETIREMENT (Teachers)
Robert Q. Crane
State Treasurer
State House
Boston, Ma. 02133
727-2950
- Information Officer:
Dean Kelley
727-3661
95. RAILROADS
Paul McBride
Assistant Secretary
Exec. Office of
Transportation &
Construction
One Ashburton Place
Boston, Ma. 02108
727-7242
96. RAILROAD SAFETY
Paul McBride
Railway & Bus Division
Dept. of Public Utilities
One Ashburton Pl., Rm. 1610
Boston, Ma. 02108
727-3542
97. SAVINGS AND LOAN
Gerald Mulligan, Commissioner
of Banking
100 Cambridge Street
Boston, Ma. 02202
727-3120
98. SECURITIES
Michael Unger, Director
Securities Division
Office of Secretary of
the Commonwealth
One Ashburton Pl., Rm. 1719
Boston, Ma. 02108
727-3554
99. SECRETARY OF STATE
Michael J. Connolly
Secretary of State
Room 337, State House
Boston, Ma. 02133
727-2800
- Information Officer:
Ann McCaughey
100. SOIL CONSERVATION
Joel Lerner, Director
Div. of Conservation
Services
Office of Environmental
Affairs
100 Cambridge Street
Boston, Ma. 02202
727-1552
101. SOCIAL SERVICES
Charles Mahoney, Secretary
Exec. Office of Human
Services
Room 167, State House
Boston, Ma. 02133
727-7600
- Information Officer:
John Gillespie
102. SOLID WASTE
John Shortsleeve, Director
Bureau of Solid Waste
Disposal
Dept. of Environmental
Affairs
100 Cambridge Street
Boston, Ma. 02202
727-4293

103. STATE-LOCAL RELATIONS
 Jack Bradshaw
 Administrator
 Division of Community
 Services
 Dept. of Community Affairs
 Exec. Office of Communities
 & Development
 100 Cambridge St., Rm. 904
 Boston, Ma. 02202
 727-7001
104. TAXATION (Overall Admin.)
 L. Joyce Hampers, Comm.
 Dept. of Revenue
 Exec. Office of Admin. &
 Finance
 100 Cambridge St., Rm. 806
 Boston, Ma. 02202
 727-4201
- Information Officer:
 J. Robert Sherman
 727-4256
105. TELECOMMUNICATIONS
 Robert Gerst, Director
 One Ashburton Pl., Rm. 503
 Boston, Ma. 02108
 727-7500
106. TOURISM
 Frank J. Shaw, Director
 Dept. of Tourism
 100 Cambridge Street
 Boston, Ma. 02202
 727-3205
107. TRANSPORTATION
 James F. O'Leary
 Under Secretary
 Exec. Office of Trans.
 and Construction
 One Ashburton Place
 Boston, Ma. 02108
 727-7680
108. TREASURER AND RECEIVER
 GENERAL
 Robert Q. Crane
 Treasurer and Receiver
 General
 Room 237, State House
 Boston, Ma. 02133
 727-2000
- Information Officer:
 727-1157
109. UNEMPLOYMENT COMPENSATION
 Eugene J. Doody, Director
 Div. of Employment Security
 Exec. Office of Economic
 Affairs
 Charles F. Hurley Building
 Boston, Ma. 02114
 727-6600
110. URBAN RENEWAL
 Byron Matthews, Secretary
 Community & Development
 100 Cambridge St., 14th Fl.
 Boston, Ma. 02202
 727-7765
111. VETERANS SERVICES
 Charles N. Collatos
 Commissioner of Veteran
 Services
 100 Cambridge St., Rm. 1002
 Boston, Ma. 02202
 727-3570
- Information Officer:
 John Sullivan
 727-3587
112. VOCATIONAL EDUCATION
 David Cronin
 Associate Commissioner
 Occupational Education
 Dept. of Education
 Park Square Building
 31 St. James Avenue
 Boston, Ma. 02116
 727-5736

113. VOCATIONAL REHABILITATION
Elmer C. Bartels, Commissioner
Exec. Office of Human Services
Statler Office Building
20 Providence Street
Boston, Ma. 02116
727-2172
114. WATER RESOURCES
Charles F. Kennedy, Director
Division of Water Resources
Dept. of Environmental
Management
Exec. Office of Environmental
Affairs
100 Cambridge St., Rm. 1901
Boston, Ma. 02202
727-3267
115. WEIGHTS AND MEASURES
Donald Falvey
Director of Standards
One Ashburton Pl., Rm. 1115
Boston, Ma. 02108
727-3480
116. WELFARE
William T. Hogan, Jr.
Commissioner
Department of Welfare
600 Washington St., 5th Fl.
Boston, Ma. 02111
727-6190
- Information Officer:
Susan Newsom
117. WORKERS COMPENSATION
William A. Pickett, Chairman
Industrial Accident Board
Exec. Office of Economic
Affairs
100 Cambridge St., 17th Fl.
Boston, Ma. 02202
727-3400
118. WOMEN
(Commission on
Status of)
Joan Aliberti
Ex. Director
100 Cambridge Street
Room 1105
Boston, Ma. 02202
727-6692

IX. ACADEMIC RESOURCES ON
PUBLIC AND SOCIAL POLICY IN MASSACHUSETTS

1. Boston University

Center for Applied Social Science
197 Bay State Road
Boston, Ma. 02215
617-353-2770
Director: Gerald Gordon

An integral unit of the Graduate School at Boston University. Principal areas of interest: Operates as a university-wide facility concerned with application of knowledge to solution of social problems. Conducts conferences, workshops and laboratories.

2. Boston University

Health Policy Institute
53 Bay State Road
Boston, Ma. 02215
617-353-4520

A group of four centers and programs at Boston University. Each is a separate entity but operates under the Academic Vice President for Health Affairs. They are formally linked with the Boston University School of Medicine, School of Graduate Dentistry, School of Social Work, School of Nursing and Sergeant College of Allied Health Professions.

3. Boston University

Center for Industry and Health Care
617-353-4520
Director: Richard H. Egdahl, M.D., Ph.D.

Center for Educational Development in Health
617-353-4528
Director: Ascher J. Segall, M.D. Dr. P.H.

Center for Health Planning
67 Bay State Road
Boston, Ma. 02215
617-353-3764
Director: Matthew J. Skinner

Program for Strengthening Health Delivery Systems
in the Third World

617 353-4386

Director: David M. French

4. Boston University

Regional Institute on Employment Policy

270 Bay State Road

Boston, Ma. 02215

Acting Director: Peter Doeringer

One of 13 university centers established nationwide by the U.S. Department of Labor. Conducts courses and research related to the needs created by the Comprehensive Employment and Training Act (CETA). The primary purpose is to act as a resource for organizations in New England which are involved in solving local labor market problems. Major focal points include professional degree programs, in-service training programs, and policy-research projects.

5. Brandeis University

Center for Public Service

Sachar International Building

Room 107

Waltham, Ma. 02154

617-547-2107

Director: John E. Drew

Principal areas of interest: To provide an environment where the academic community, public officials, business leaders, neighborhood groups and concerned citizens come together to evaluate existing public and private sector policies, discuss emerging issues and ideas and formulate new programs.

Programs concentrated in four areas: government management and training - public service - continuing education - urban domestic issues.

6. Brandeis University

Levinson Policy Institute

Florence Heller Graduate School

Brandeis University

Waltham, Ma. 02154

Director: James J. Callahan, Jr., Ph.D.

617-647-2917

Research Director: Alan Sager
617-647-2977

Principal areas of interest: Policy and research in long-term care; social service and health needs of people with handicapping conditions; dependent elderly, frail elderly, working age disabled, blind and other similar groups.

Publications: Series of working papers available on request.

7. Clark University

Public Affairs Research Center
50 Main Street
Worcester, Ma. 01610
617-793-7155
Director: John C. Blydenburgh

A Research Institute at Clark University: part of the Government Department. Principal areas of interest: PARC's goal is to improve the quality and quantity of information available to decision makers in the public sector. PARC undertakes research designed to meet special needs of clients: sample survey is the primary research tool.

8. Harvard University

Institute of Politics
78 Mount Auburn Street
Cambridge, Ma. 02138
617-495-1360
Director: Jonathan Moore

Principal areas of interest: Politics and public policy problems: To promote greater understanding and cooperation between the academic world and the world of practical politics and public affairs.

9. Harvard University

Institute for Educational Policy Studies
4th Floor - Gutman Library
Graduate School of Education
Appian Way
Cambridge, Ma. 02138
Co-Directors: David K. Cohen - Jerome Murphy
617-495-3425

Principal areas of interest: A newly established institute which will conduct studies on the impact of the courts, unions, and government on the operation and control of schools.

10. Harvard University

Joint Centers for Urban Studies

53 Church Street

Cambridge, Ma. 02138

617-495-7908

Director: Arthur P. Solomon

Integral unit of Harvard University and Massachusetts Institute of Technology. Principal areas of interest: Housing, city and regional economics and family and social policy.

11. Tufts University

Lincoln Filene Center for Citizenship and Public Affairs

Medford, Ma. 02155

617-628-5000, x 353

Director: Francis H. Duehay

617-628-5000, x 723

The Center operates independently of the university as a nonprofit organizational institution. Established at Tufts as a resource for the enhancement of civic education. The Center's chief purpose is to discover why some individuals and groups are more able than others to contribute thoughtfully, ethically, and effectively to the resolution of public problems. Offers training programs for voluntary, lay, and citizen groups to increase their skills and knowledge in analyzing policy for, planning, and managing the organizations they govern or influence. The Center also offers courses in civic education for school teachers. There are no restrictions on the policy areas which the Center may address: major projects now operate in the areas of education, environmental studies, public health, economics, and law.

12. University of Massachusetts

Institute for Governmental Services

250 Stuart Street

Boston, Ma. 02116

617-482-8400

Director: Maurice A. Donahue

A linking agency between the University of Massachusetts and state and local government in the Commonwealth. Seeks to create an encouraging climate for policy decisions providing guidelines, research and services to help officials find solutions to their problems. Principal areas of interest: The mandate for the Institute is broad, its activities falling into four main categories: research, technical assistance, publications and training.

13. University of Massachusetts

Center for Survey Research

100 Arlington Street

Boston, Ma. 02116

617-542-7037

Director: Floyd J. Fowler, Jr.

The Center is a facility of the University of Massachusetts (Boston) and the Joint Center for Urban Studies of Massachusetts Institute of Technology and Harvard University. Principal areas of interest: To assist academic scholars, governmental and community organizations with data collection and other aspects of survey research, and to encourage and facilitate the development of reliable population data relevant to policy making in New England.

14. University of Massachusetts

Social and Demographic Research Institute

Machmer Hall

Amherst, Ma. 01002

413-545-3417

Director: Peter H. Rossi

Part of the Department of Sociology. Principal areas of interest: Sociology and demography including studies on social stratification, evaluation of social programs and development of survey research methods.

15. University of Massachusetts

Environmental Institute

Blaisdell House

Amherst, Ma. 01002

413-545-0648

Acting Director: Hugh C. Davis

Principal areas of interest: Environmental policy analysis and urban policy analysis, environmental behavior research.

16. Williams College

Roper Center

Office for Educational Development

Williams College

Williamstown, Ma. 02167

413-597-2288

Associate Provost: David A. Booth

Principal areas of interest: Engages in various special projects, conferences, and training programs.

17. Williams College

Center for Environmental Studies

Park Hall

Williamstown, Ma. 01267

413-597-2346

Director: Thomas C. Jorling

Integral unit of Williams College. Principal areas of interest: Resource planning, land use, economic development and environmental pollution. Strong regional emphasis.

